



San Bernardino Community College District  
Board Meeting  
November 14, 2024  
4:00 pm-6:00 pm Pacific Time

Physical Meeting Location:  
SBCCD Boardroom  
550 E. Hospitality Ln., Ste 200, San Bernardino, CA 92408

Livestream  
<https://www.youtube.com/@sanbernardinocommunitycoll42/streams>

Public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection in the Office of the Chancellor at SBCCD, 550 E. Hospitality Ln., Suite 200, San Bernardino, CA, during regular business hours or on the District's website [www.sbccd.edu](http://www.sbccd.edu)

Anyone who wishes to address the Board of Trustees on an agenda or non-agenda item may do so pursuant to Board Policy 2350 Speakers. Presentations relating to matters on the agenda shall be heard before the vote is called. Comments on non-agenda items shall do so at the time designated on the agenda. Comments must be limited to three (3) minutes per speaker or 20 minutes on the same, or a substantially similar subject, unless the Board votes to extend the time limit.

If you have questions about access or require an accommodation in order to participate in the public meeting, please contact the Chancellor's Office at (909) 388-6903 as far in advance of the Board meeting as possible.

- I. **CALL TO ORDER – PLEDGE OF ALLEGIANCE**
- II. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**
- III. **CLARIFICATION**
- IV. **PRESENTATIONS**
  - A. Sabbatical Report Presentation
  - B. SBCCD National Conference on Race and Equity (NCORE) Board Presentation
- V. **APPROVAL OF MINUTES**
  - A. 10-10-2024
- VI. **RECOGNITION/CELEBRATIONS**

- A. Recognize Applause Cards Recipients For Extending Extra Effort to Provide Quality Service and Valued Assistance
- B. Retirement Recognition

**VII. ACTION AGENDA**

- A. 2025-2026 Academic Compressed Calendar
- B. Board Annual Organizational Meeting Date
- C. Board Policies for Final Approval
- D. Annual Military Equipment Report

**VIII. CONSENT AGENDA**

*The Consent Agenda is expected to be routine and noncontroversial. It will be acted upon by the Board at one time without discussion. Any member of the Board, staff member or citizen may request that an item be removed from this section for discussion.*

**A. Instruction/Student Services**

- 1. Curriculum - CHC
- 2. Curriculum - SBVC

**B. Human Resources**

- 1. Adjunct and Substitute Academic Employees
- 2. Appointment of District Employees
- 3. Appointment of Interim Managers
- 4. Employee Promotions
- 5. Management Job Description and Revision to Management Salary Schedule
- 6. Non-Instructional Pay
- 7. Payment of Stipends
- 8. Reorganization of Employees

**C. Business & Fiscal Services**

- 1. Alcoholic Beverages
- 2. Conference Requests
- 3. Contracts at or Above \$114,500
- 4. Individual Memberships
- 5. Surplus Property and Authorize Donation
- 6. Surplus Property and Authorize Private Sale or Disposal

**D. Facilities**

1. Master Services Agreements Task Orders for Bond Construction

## **IX. REPORTS**

- A. Board Committee & Activity Reports
  1. Board Finance Committee (BFC)
  2. Board Legislative Committee (BLC)
  3. Board Policy & Procedures Advisory Committee (BPPAC)

### Regional & State Reports

1. Board of Governors (BOG)
2. Joint Powers Authority (JPA)

- B. Chancellor's Report

1. Strategic Plan Goal Three Update

- C. Represented Groups (3 minutes per group)

1. Crafton Hills College Academic Senate
2. Crafton Hills College Classified Senate
3. Crafton Hills College Associated Students
4. San Bernardino Valley College Academic Senate
5. San Bernardino Valley College Classified Senate
6. San Bernardino Valley College Associated Students
7. CSEA
8. CTA
9. Police Officers Association

- D. Staff Reports (3 minutes per person)

1. San Bernardino Valley College President
2. Crafton Hills College President
3. Executive Vice Chancellor
4. Vice Chancellor of Human Resources & Police Services
5. Vice Chancellor of Educational & Student Support Services

## **X. INFORMATION ITEMS**

- A. Board Master Action Planning Calendar
- B. Board Policies for First Reading
- C. Budget Revenue & Expenditure Summary
- D. Construction Change Orders and Amendments - Bond Program
- E. Construction Change Orders and Amendments - NonBond
- F. Contracts Below \$114,500
- G. General Fund Cash Flow Analysis

- H. MOUs between SBCCD and the CSEA
- I. Professional Expert Short-Term and Substitute Employees
- J. Purchase Order Report
- K. Resignations
- L. Volunteers

**XI. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- A. Conference with Labor Negotiators  
Government Code 54957.6  
Agency Representatives: Diana Rodriguez and Kristina Hannon  
Non-Represented Groups: CSEA, CTA, POA,  
Management/Supervisors, and Confidential Employees
- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957  
Number of cases: 2
- C. Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Subdivision (d)(2) and  
(e) of Government Code Section 54956.9  
Number of cases: 1
- D. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3) or (d)(1)  
Number of cases: 1
- E. Public Employee Performance Evaluation  
Government Code Section 54957(b)(1)  
Title: Chancellor

**XII. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

**XIII. CONVENE CLOSED SESSION**

**XIV. RECONVENE PUBLIC MEETING**

**XV. REPORT OF ACTION IN CLOSED SESSION**

**XVI. ADJOURN**

The next meeting of the Board: Board Business Meeting  
December 13, 2024, at 4:00 p.m.  
SBCCD, Boardroom, 550 E. Hospitality Ln., Ste 200, San Bernardino,  
CA 92408

**Supplemental Handouts (not part of the agenda)**

- CHC Report to the Board
- EDCT Report to the Board
- KVCR Report to the Board
- SBVC Report to the Board



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Sabbatical Report

### **RECOMMENDATION**

This item is for information only. No action necessary.

### **OVERVIEW**

The process for awarding sabbatical leaves is based on the bargaining agreement, Article 18, Section H.1. (a) between SBCCD and the CTA. The Sabbatical Leave Committee at each college will evaluate each proposal and forward the applications and recommendations to the District Sabbatical Leave Committee. The District Sabbatical Leave Committee shall forward its recommendations to the Chancellor for review and any recommendation to the Board.

Per the bargaining agreement between the District and the CTA, the recipient of a sabbatical leave must complete a comprehensive written report with specific evaluation of the leave in terms of each of the purposes stated in the original application. The report must identify as clearly as possible the benefits to students of the district that have accrued from the sabbatical leave.

### **ANALYSIS**

On February 9, 2023, the SBCCD Board of Trustees approved the sabbatical leave of Tatiana Vasquez and Romona Pires for the 2023-2024 academic year. The purpose of the report is to provide the Board of Trustees with an update on the professional activities conducted by these Faculty members during their sabbatical leaves.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## Sabbatical Report Cover Sheet

Tatiana Vásquez  
 Biology Professor, SBVC  
 Sabbatical: Fall 2023

### A. Executive Summary:

Tatiana Vásquez, Professor of Biology and current Vice President of Academic Senate at San Bernardino Valley College, completed a sabbatical leave during Fall 2023 focused on establishing a website for the SBVC Science Division Botanical Gardens and developing partnerships with local environmental agencies.

The project was designed to enhance student learning experiences and strengthen community engagement through digital resources and local partnerships. These initiatives continue outside of teaching and professional hours, as an ongoing commitment to serve and support our local community.

### B. Purpose of this presentation/report:

1. Showcase the SBVC Science Division Botanical Gardens as it stands as one of the few community college botanical spaces that actively bridges academic learning with community engagement
2. Illustrate how our Science Division Botanical Gardens landscape serves multiple vital functions:
  - a. Supports the SBCCD's sustainability initiatives including through water conservation practices.
  - b. As an innovative outdoor teaching facility enriching student learning.
  - c. As an in-reach resource fostering campus community and student engagement
  - d. As an outreach platform connecting SBVC with the broader community through environmental education and partnerships
3. Demonstrate how faculty efforts extend beyond traditional classroom boundaries through innovative educational approaches and community engagement.

### C. What are the outcomes and next steps?

Outcomes:

- Revitalize the Science Division Botanical Gardens into a hub for sustainable practices, and student research and learning opportunities on urban biodiversity.
- Website Development: <https://www.sbvcbotanicalgardens.org>
  - Integrated information of local wildlife, plants, and ethnobotanical and ethnozoological information
  - Showcased innovative scientific research by our diverse student scholars
  - Integrated annual Spring bird surveys data
  - Explored wildlife monitoring through trail cameras
- Community Partnerships
  - Xerces Society for Invertebrate Conservation
  - California Native Plant Society (CNPS) – San Bernardino & Riverside Chapter
  - California Botanical Garden in Claremont

- College of the Canyons, Biodiversity Initiative
- UCR Pollinator Conservation Research Lab
- UCCE Master Gardeners of San Bernardino County

Next Steps:

- Establish framework and financial support for regular community events to include:
  - Indigenous Knowledge Celebration Series
  - Underserved populations in the Great Outdoors
  - Sustainable Landscaping Practices with Native plants
  - Multilingual Garden Knowledge
  - Seasonal Art in the Garden
- Create a student ambassador program to support K-14 courses and mental health
- Continued development of educational resources
- Enhancement of wildlife monitoring, documentation, and knowledge interaction

D. What can the Board do to help?

- Support the SBVC Facilities Master Plan to include outdoor teaching facilities and establish an Urban Biodiversity Initiative.
- Fund additional technology and equipment needs for wildlife monitoring and livestreaming capabilities.
- Provide sustainable financial resources for continued diverse community education programs in the Botanical Gardens.





**FALL'23 SABBATICAL LEAVE  
BOARD OF TRUSTEES REPORT**

**Tatiana Vásquez**

23 October 2024

During the Fall of 2023 sabbatical, I was focused on revitalizing the SBVC Science Division Botanical Gardens and creating a website to showcase its impact. The goal was to elevate the Gardens' vision as a community and educational resource, enhancing student engagement, and promoting sustainability and local ecological practices.

As a nature steward advocating for environmental social justice, I acknowledge the profound influence of Indigenous wisdom and sustainable practices that guide my role as co-curator of these Gardens. This stewardship requires continuous learning from Indigenous knowledge systems, which have maintained deep connections between botanical and wildlife communities across many generations.<sup>1, 2, 3, 4</sup>

Furthermore, the sabbatical activities aligned with the broader goals of SBVC and the San Bernardino Community College District (SBCCD) by leveraging the Gardens as a platform to engage underserved populations, promote mental and physical health, and support student success via research opportunities focused on urban biodiversity and sustainability and water conservation.

Significant progress was made during the sabbatical in different areas:

**Website Development:** A dedicated website for the Botanical Gardens was launched, offering detailed information on local wildlife, plants, and ethnobotanical knowledge and resources. The heart of the platform features examples of our garden organisms where visitors can explore detailed profiles, including seasonal blooming schedules and cultural significance. Educational content includes ethnobotanical knowledge highlighting indigenous plant uses, while community engagement thrives through member photo galleries and volunteer opportunities. The research section showcases student research and the natural history museum efforts. I hope it serves both casual enthusiasts and serious future scientists alike.

**Research Integration:** The Gardens serve as a hub for student-led research projects, with a particular focus on wildlife monitoring through annual bird and native bee surveys. Through a partnership with College of the Canyons, my colleague and I secured a National Science Foundation grant to support student internships studying native bee biology. In Spring 2024, our student interns made several notable discoveries, including documenting various solitary bee species and the significant return of California bumblebees to this urban area. These findings demonstrate the Gardens' vital role in supporting local pollinator populations, which are essential for ecosystem health.

**Community Partnerships:** The Gardens have established strategic partnerships with leading conservation organizations, including the California Botanical Garden, Xerces Society for Invertebrate Conservation, California Native Plant Society, and the UCR Pollinator Conservation Research Lab. These collaborations strengthen our role in advancing sustainability and

conservation initiatives within the local community. Our partners offer valuable internship and volunteer opportunities for students to work in local habitats, while also supporting our community outreach events.

**Planning of Future Community-based Programs:** Community events are in development, including an Indigenous Knowledge Celebration Series and sustainable landscaping workshops. The Gardens will serve as an outreach hub, connecting SBVC with local schools and underserved communities, while also supporting student initiatives through coordinated on-campus activities.

Picture our Gardens alive with activity: elementary school students gathered around our SBVC student ambassadors, discovering native bee life cycles and native flowering plants, while nearby, community members engage in bilingual workshops on sustainable gardening. This vision is within reach—with your support, we can make it a reality.

To maintain our momentum and expand our impact, we seek the Board's support in three key areas:

1. Support inclusion of outdoor teaching facilities in the SBVC Facilities Master Plan and establish an Urban Biodiversity Initiative
2. Fund technology for wildlife monitoring to enhance research capabilities, including trail cameras and livestreaming options for educational purposes and community-based science.
3. Provide continued financial support to maintain and expand community education programs and events, ensuring the Botanical Gardens can fulfill its mission as an educational and community hub.

With the Board's continued investment, the Botanical Gardens will flourish as a distinguished asset that uniquely positions SBVC among California's community colleges, serving as a model for educational innovation, environmental stewardship, and community engagement.

#### *References*

<sup>1</sup>“Our History | San Manuel Band of Mission Indians.” Sanmanuel-Nsn.gov, [sanmanuel-nsn.gov/culture/history](http://sanmanuel-nsn.gov/culture/history).

<sup>2</sup>Salmon, Enrique. *IWIGARA : The Kinship of Plants and People*. Timber Press, 2020.

<sup>3</sup>Anderson, M. Kat. *Tending the Wild : Native American Knowledge and the Management of California's Natural Resources*. Berkeley, California, University of California Press, 2013.

<sup>4</sup>Largo, Donna, et al. *Medicinal Plants Used by Native American Tribes in Southern California*. Banning, Ca, Malki-Ballena Press, 2009.



# OUR HISTORY



The Botanical Gardens at SBVC were established in the mid-2010's by Biology faculty members. Since then, faculty & students have actively cultivated and maintained the gardens. Currently, professors Tatiana Vásquez and Thomas Lechuga serve as curators, preserving the gardens and ensuring their access for research, teaching, and learning.



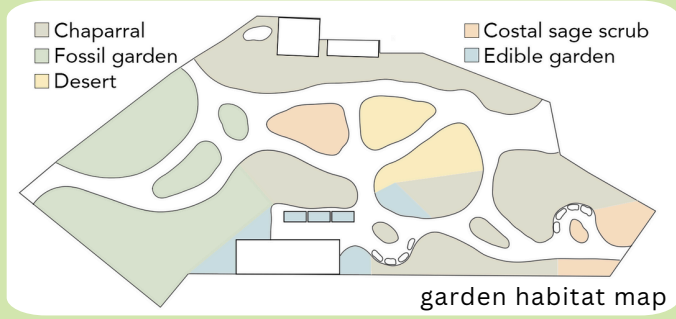
VISIT OUR WEBSITE:  
[sbvcbotanicalgardens.org](http://sbvcbotanicalgardens.org)

 [sbvcbotgardens](https://www.instagram.com/sbvcbotgardens)



**San Bernardino Valley College**  
701 S. Mt. Vernon Ave.  
San Bernardino, CA 92410

Garden located  
Southeast of HLS Building



Botanical Garden



# SCIENCE DIVISION BOTANICAL GARDENS



Botanical Garden

**“fostering ecological discoveries & stewardship”**

Our garden offers unique teaching & learning experiences for the college and local community to enjoy. It is home to over 40 species of plants, each with unique characteristics and evolutionary & ecological histories.

The garden showcases different regions of our local plant biodiversity and highlights plant evolution with living fossils that evolved millions of years ago! Many of the species also have valuable sociocultural significance.

# LEARN

## ABOUT PLANTS, WILDLIFE, GEOLOGY & CULTURES

### PLANTS

The garden includes plants from nearby macrohabitats of Chaparral, Oak Woodland, Coastal Sage Scrub, and Desert. The garden includes an area with ancient plant species that evolved millions of years ago.

### ANIMALS

The garden hosts many residents of our local urban areas and seasonal or transient visitors. Insects & birds are the most common, with occasional visits from coyote & squirrels.

### GEOLOGY

The garden includes geological samples for student studies and representation of geological quarries.

### CULTURES

With the garden, we explore the intricate relationships between humans and plants/animals through the lenses of culture and tradition; past & present.



## URBAN BIODIVERSITY INITIATIVES & PROJECTS



### HERBARIUM & MUSEUM

Collection of >2,000 local botanical specimens, dating back to SBVC's start in the 1920's, teaching us about local plant history & diversity



### BOTANIAL SEED COLLECTION

Collection of native seeds harvested from our Botanical garden. Seeds will assist in identifying & sharing native plants in our urban habitat.



### NATIVE PLANT PROPAGATION

Cultivation of native and mediterranean plants grown in our lath house to sustain the garden & provide outreach with our community.



### BEE BIODIVERSITY

Student Interns identify native bees in our botanical gardens and local areas. Identifying bees help us to incorporate native plants in urban gardens.



### FIELD & LAB WORK

Student Interns, independent project researchers, and Biology major students use the gardens for sampling insects, plants, & geological specimens.



### BIRD MONITORING

Tracking resident and migratory birds provide valuable information on the health of bird populations in our campus, in our urban area, and nearby regions.

# ENGAGE

## IN NATURE STEWARDSHIP

Nature stewardship involves caring for our environment, from local habitats to the broader ecosystem.

We take this responsibility seriously, aiming to instill a sense of ownership and accountability in our students and visitors.

We encourage everyone to become stewards by adopting behaviors and practices that promote conservation, sustainability, and restoration.



Research projects



Bio majors student projects



Bee biodiversity project



herbarium botanicals



white sage propagation



# OUR HISTORY



The natural history collections at SBVC were established in 1929 by a founding Biology faculty member, J. Harvey. Since then, biology faculty have actively collected and maintained specimens and the associated database. Currently, professors Tatiana Vásquez & Thomas Lechuga volunteer as curators, preserving the natural history collections and ensuring their accessibility for research, teaching, and learning.



**ALSO COME VISIT OUR BOTANICAL GARDENS!**

[sbvcbotanicalgardens.org](http://sbvcbotanicalgardens.org)



**San Bernardino Valley College**  
**HLS Building, Rooms 239/235**  
**701 S. Mt Vernon Ave.**  
**San Bernardino, CA 92410**



## SBVC'S NATURAL HISTORY COLLECTIONS & MUSEUM

We utilize our botanical and zoological collections for teaching, research, and community outreach. We evaluate into nature's beauties, natural history, and the organisms' impacts on our world. With our collections we get a window into the past and present while acting as nature stewards. Our collections also aim to help our habitats & our local biodiversity.

# HERBARIUM COLLECTION



Our herbarium houses over 2,000 plant specimens, spanning rare desert blooms to California native and global species. This is a vital resource for contemporary research in DNA analysis, climate change, and biodiversity. We use it to train students in scientific observation and research across various disciplines. Visitors can explore our region's rich botanical heritage, including locally extinct plants, offering unique insights into evolving ecosystems. The herbarium bridges past and present, supporting cutting-edge science and education while preserving our natural history.



## NOTABLE TREASURES



### DINOSAURS

We house a variety of reptile specimens including a Velociraptor skull and a Titanosaur egg replica.



### MAMMALS

Several articulated mammals such as a River Otter and an Okapi are in display in our student project room.



### FLOWERING PLANTS

Our herbarium features the annual Sand Blazing Star, highlighting the rich flora of the Chuckwalla Mountains.

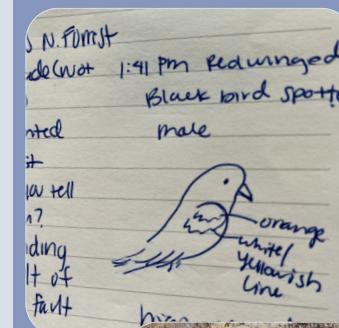


### MOLLUSKS

Our mollusk specimens feature our prized Nautilus specimens showcasing the stunning spiral shell of this ancient "living fossil" of the sea.

# ZOOLOGICAL COLLECTION

Our zoological branch houses diverse vertebrate and invertebrate collections, serving faculty and students in teaching and learning, external researchers, and the general public. These officially permitted collections provide vital references for species identification, comparative studies, and historical ecology. Showcasing animal diversity and evolution, they bridge scientific research and public education, fostering understanding of biodiversity, environmental changes, and conservation needs in our community.



## Sabbatical Report Cover Sheet

Romana Pires, MA, MS  
Sociology Professor, SBVC  
Sabbatical: Spring 2024

### A. Executive Summary:

Thank you SBCCD Board of Trustees, SBCCD Chancellor Dr. Diana Rodriguez, and the SBVC Professional Development Committee for selecting me as one of the Spring 2024 Sabbatical leave recipients.

As a sociology professor at SBVC, I am passionate about ensuring students' access to low-cost, free, and open educational resources. This Sabbatical leave allowed me to create 50 open educational resources (OER) videos for common sociological key terms, concepts, and theories. All 50 videos were uploaded to my @SociologyVibes YouTube channel, categorized into one main Playlist and 10 additional Playlists organized by common Introduction to Sociology chapter and lecture topics. Faculty can embed both individual videos and select Playlists into their Canvas course shells for students. This process involved learning video producing and editing skills and investing in a video subscription service (VEED.io), among other technological skills for which I am grateful.

### B. Purpose of this presentation/report:

The following presentation documents and explains the processes and steps I took to develop, produce, and market these 50 videos.

### C. What are the outcomes and next steps?

The sabbatical allowed me to create explainer sociology videos that can live on YouTube for many years and be accessible to students and faculty in the district and beyond. Each video has a CC-BY-NC license, meaning anyone can use videos as is, modify them, and distribute them for non-commercial purposes. Now that I have the knowledge, skills, and processes established to create these types of explainer videos, I am committed to continuing this work, albeit at a slower pace, given time constraints.

### D. What can the Board do to help?

The new textbook college/district program, replacing Books+, will most likely be prohibitive for some students. I encourage board members to study the data and renegotiate the terms of these textbook contracts, if possible, to be more lenient than a one-size-fits-all type of deal.

Second, please continue to support OER initiatives and projects at both campuses. Once created, OER only has to be occasionally modified. Others can share and modify OER; therefore, the return on investment is a worthwhile commitment.

## Sabbatical Presentation Report

### Spring 2024 Sabbatical Presentation Report – SBCCD Board of Trustees

**Romana Pires, MA, MS**  
**Sociology Professor, SBVC**  
**rpires@valleycollege.edu**

Thank you SBCCD Board of Trustees, SBCCD Chancellor Dr. Diana Rodriguez, and the SBVC Professional Development Committee for selecting me as one of the Spring 2024 Sabbatical leave recipients.

The Sabbatical leave allowed me to create open education resources (OER) videos for common sociological key terms, concepts, and theories. This process involved acquiring video producing and editing skills and investing in a video subscription service (VEED.io).

The following is a list of the processes I followed to create and upload the videos onto my @SociologyVibes YouTube channel and distribution.

### Production

1. Created a YouTube channel and completed an Udemy YouTube online class. Wrote and uploaded a description for the YouTube channel titled @SociologyVibes.
2. Subscribed to VEED.io and learned the basics of creating explainer videos. Joined a few weekly video-creating sessions facilitated by the company.
3. Identified 50 common sociology key terms, concepts, and theories.
4. Wrote 3–9-minute scripts for each video emphasizing examples and applications to everyday life while still maintaining a focus on college students. I used my lecture notes and ChatGPT to brainstorm ideas.
5. Created YouTube thumbnail images using Canva for each video.
6. Recorded 50 audios using the written scripts.
7. Uploaded to VEED.io the thumbnail images and audio recordings for each video.
8. Selected VEED.io stock images and short voiceless stock videos to piece together stories that illustrated the concepts and synched with audio recordings.
9. Incorporated text over main video slides to emphasize key points and information.
10. Selected VEED.io stock audio instrumental songs and uploaded them as background music to videos (each video has a unique song specifically selected to match the topic of each video).
11. Created an intro and outro audio along with a signature song and uploaded it at the beginning and end of each video.



12. Upload each video to YouTube and wrote a detailed description for each YouTube video. Each video includes a brief summary of the video, three reflection questions, calls to action, a Creative Commons license to use, and tags for discovery on the YouTube platform. End cards, intro, and outro calls to action were created within each video utilizing YouTube tools to help viewers move in sequence from one video to the next.
13. Corrected the automatic closed captions generated by YouTube for accessibility purposes for each video.
14. Created one YouTube Playlist that houses all of the 50 videos in sequence. Created ten additional playlists to replicate the chapter topics in a traditional Introduction to Sociology Textbook. Each playlist only includes applicable videos, allowing faculty to include and separate videos by individual playlist HTML links within their Canvas modules when presenting to students instead of embedding them as separate videos in Canvas.

## Distribution

In addition to using the videos in my classes, below is a list of my distribution efforts for the @SociologyVibes YouTube channel at the beginning of the Fall 2024 semester. Each video was given a CC-BY-NC License for Use designation (Creative Commons), as exemplified below. This allows anyone to copy and redistribute the videos in any medium or format and remix, transform, and build upon them as long as they are for non-commercial purposes. Before selecting this Creative Commons license, I contacted VEED.io to clarify that I had permission to do this per their published User Terms, which can be found here: <https://www.veed.io/terms-of-use>.

## Attribution and License to Use Example

What is Mead's Development of the Self? (<https://www.youtube.com/watch?v=y-Mnqpxqu08>) by Romana Pires is licensed under Creative Commons Attribution-NonCommercial 4.0 International (CC-BY-NC). To view a copy of the CC-BY-NC license and permissions, visit <https://creativecommons.org/licenses/by-nc/4.0/>

1. YouTube Channel @SociologyVibes <https://www.youtube.com/@SociologyVibes>
2. SBVC Sociology, Counseling, and Tutoring Departments
3. Crafton Hills Sociology Department via Crafton Hills sociology and psychology faculty
4. CCC OERI (State Academic Senate OER Repository for Sociology <https://ascccoeri.org/open-educational-resources-and-sociology/>)
5. California Community College OER List Serve ([cccoer-advisory@googlegroups.com](mailto:cccoer-advisory@googlegroups.com))
6. Canvas Commons Repository (<https://lor.instructure.com/resources/3d6d7a94aca8491db5429364b5226f33?shared>)
7. Merlot OER Repository (<https://www.merlot.org/merlot/> found under Sociology Videos)
8. OER Commons Repository (<https://oercommons.org/>)
9. Sociology Vibes (personal website for instruction [www.sociologyvibes.org](http://www.sociologyvibes.org))

10. Submitted for inclusion to Open Sociology Dictionary

11. Submitted for inclusion to Alpha Kappa Delta International Sociology Honor Society

## Video Titles and Links

What is Sociology? | Introduction to Sociology | Society & Groups |

3:43 minutes

[https://www.youtube.com/watch?v=4U9W\\_32r4-8&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y](https://www.youtube.com/watch?v=4U9W_32r4-8&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y)

What is the Sociological Perspective? | Introduction to Sociology | Society & Groups |

5:05 minutes

<https://www.youtube.com/watch?v=5gpHqRQuBIk&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=2>

What is Macrosociology & Microsociology | Introduction to Sociology | Society & Groups |

6:32 minutes

<https://www.youtube.com/watch?v=QmOkQ2SH5ok&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=3>

What is the Sociological Imagination? | Introduction to Sociology | Society & Groups |

6:42 minutes

<https://www.youtube.com/watch?v=ZvUFUiMj7X0&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=4>

What is the Functionalism Theory? | Introduction to Sociology | Theories |

6:59 minutes

<https://www.youtube.com/watch?v=Fdb1pNybnuw&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=5>

What are Manifest and Latent Functions? | Introduction to Sociology | Theories |

4:17 minutes

<https://www.youtube.com/watch?v=FJmYzL2MAO8&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=6>

What is the Conflict Theory? | Introduction to Sociology | Theories |

5:13 minutes

<https://www.youtube.com/watch?v=nFVkiVn0k0U&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=7>

What is Symbolic Interactionism Theory? | Introduction to Sociology | Theories |

5:11 minutes

<https://www.youtube.com/watch?v=Hknd1k0Wu1o&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=8>

What are Reliability & Validity? | Introduction to Sociology | Social Research |

3:11 minutes

<https://www.youtube.com/watch?v=IthrJwphhW8&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=9>

What is Verstehen? | Introduction to Sociology | Social Research |

4:56 minutes

<https://www.youtube.com/watch?v=EyFbxskAris&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=10>

What is Material & Non-Material Culture? | Introduction to Sociology | Culture |

5:01 minutes

<https://www.youtube.com/watch?v=S9PReHC3EIM&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=11>

What is Culture Shock & Ethnocentrism? | Introduction to Sociology | Culture |

4:13 minutes

<https://www.youtube.com/watch?v=TAISzRfKfpc&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=12>

What is the Sapir-Whorf Hypothesis? | Introduction to Sociology | Culture |

4:41 minutes

<https://www.youtube.com/watch?v=uYMVD0eXGQ0&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=13>

What are Values & Norms? | Introduction to Sociology | Culture |

7:02 minutes

<https://www.youtube.com/watch?v=SEKRnjBQOT8&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=14>

What are Folkways, Mores & Taboos? | Introduction to Sociology | Culture |

4:41 minutes

<https://www.youtube.com/watch?v=260TR0Y50Uw&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=15>

What are Subcultures & Countercultures? | Introduction to Sociology | Culture |

4:50 minutes

<https://www.youtube.com/watch?v=2VpztDzppPo&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=16>

What is Cultural Lag? | Introduction to Sociology | Culture |

4:18 minutes

<https://www.youtube.com/watch?v=6fMk8rQoOn4&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=17>

What is Cultural Diffusion | Introduction to Sociology | Culture

4:50 minutes

<https://www.youtube.com/watch?v=CZnsVEiX5Ac&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=19>

What is the Social Construction of Reality? | Introduction to Sociology | Society |

5:13 minutes

<https://www.youtube.com/watch?v=dGGWfTxpRi0&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=19>

What is the Social Structure? | Introduction to Sociology | Society |

4:44 minutes

<https://www.youtube.com/watch?v=o7DOLOisnmY&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=20>

What are Gemeinschaft & Gesellschaft Societies? | Introduction to Sociology | Society

4:12 minutes

<https://www.youtube.com/watch?v=Ae2X3MZFXl4&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=21>

What is Mechanical & Organic Solidarity? | Introduction to Sociology | Society |

6:37 minutes

<https://www.youtube.com/watch?v=INrMkDiXC6o&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=22>

What are Social Institutions? | Introduction to Sociology | Society |

5:32 minutes

<https://www.youtube.com/watch?v=-gYl3nfChEM&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=23>

What are the Types of Formal Organizations (Bureaucracies) | Introduction to Sociology | Society

5:14 minutes

<https://www.youtube.com/watch?v=cjiTybRzdCc&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=24>

What is McDonaldization of Society? | Introduction to Sociology | Rationalization & Bureaucracies |

5:56 minutes

[https://www.youtube.com/watch?v=D\\_uffCCOes0&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=25](https://www.youtube.com/watch?v=D_uffCCOes0&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=25)

What are Group Dynamics? | Introduction to Sociology | Social Interactions |

5:44 minutes

<https://www.youtube.com/watch?v=2fTH6jxKu8g&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=26>

What are Leadership Styles? | Introduction to Sociology | Social Interactions |

5:52 minutes

<https://www.youtube.com/watch?v=Zjm4D7wMnYk&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=27>

What are Instrumental and Expressive Leaders? | Introduction to Sociology | Social Interactions |

5:22 minutes

[https://www.youtube.com/watch?v=t\\_yK4\\_BQnak&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=28](https://www.youtube.com/watch?v=t_yK4_BQnak&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=28)

What is Groupthink? | Introduction to Sociology | Social Interactions |

8:03 minutes

[https://www.youtube.com/watch?v=ixD\\_WIB1Jx4&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=29](https://www.youtube.com/watch?v=ixD_WIB1Jx4&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=29)

What are Primary & Secondary Groups? | Introduction to Sociology | Social Interaction

4:30 minutes

<https://www.youtube.com/watch?v=ZgnpbGpptoU&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=30>

What is the Looking-Glass Self? | Introduction to Sociology | Social Interaction |

4:41 minutes

<https://www.youtube.com/watch?v=jYSBitoQS4I&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=31>

What is Dramaturgy? | Introduction to Sociology | Social Interaction |  
5:04 minutes

<https://www.youtube.com/watch?v=m-Mviyd7iIM&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=32>

What is Ethnomethodology? | Introduction to Sociology | Social Interaction |  
4:50 minutes

<https://www.youtube.com/watch?v=Iepj3oyRR6c&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=33>

What are Achieved and Ascribed Statuses? | Introduction to Sociology | Society |  
5:19 minutes

[https://www.youtube.com/watch?v=I4BOsvZ\\_sQo&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=34](https://www.youtube.com/watch?v=I4BOsvZ_sQo&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=34)

What is Role Strain & Role Conflict? | Introduction to Sociology | Society |  
4:49 minutes

<https://www.youtube.com/watch?v=gnqfpx4NY9Y&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=35>

What is Socialization? | Introduction to Sociology | Socialization |  
6:18 minutes

<https://www.youtube.com/watch?v=0JXKsj-7zlU&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=36>

What is Mead's Development of the Self? | Introduction to Sociology | Socialization |  
9:52 minutes

<https://www.youtube.com/watch?v=y-Mnqpxqu08&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=37>

What is Social Control? | Introduction to Sociology | Crime & Deviance |  
6:25 minutes

<https://www.youtube.com/watch?v=psi7PxpMYUE&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=38>

What is Relativism of Deviance? | Introduction to Sociology | Crime & Deviance |  
4:37 minutes

<https://www.youtube.com/watch?v=bz79HzDxNrY&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=39>

What is Émile Durkheim's Anomie? | Introduction to Sociology | Society |  
4:45 minutes

[https://www.youtube.com/watch?v=w1\\_4yoGiJFE&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=40](https://www.youtube.com/watch?v=w1_4yoGiJFE&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=40)

What is Strain Theory? | Introduction to Sociology | Crime & Deviance |  
7:10 minutes

<https://www.youtube.com/watch?v=wlwb1kHog4Y&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=41>

What is Differential Association Theory? | Introduction to Sociology | Crime & Deviance |  
4:12 minutes

<https://www.youtube.com/watch?v=PRPvJiyld8&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=42>

What is Labeling Theory? | Introduction to Sociology | Crime & Deviance |  
8:26 minutes

<https://www.youtube.com/watch?v=PNKUOHB0Mzk&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=43>

What is the Davis-Moore Thesis? | Introduction to Sociology | Social Stratification |  
6:59 minutes

<https://www.youtube.com/watch?v=Wfp1b62OIJg&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=44>

What is Karl Marx's Definition of Social Class? | Introduction to Sociology | Conflict Theory |  
9:22 minutes

<https://www.youtube.com/watch?v=uEM9ix9wtQw&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=45>

What is Karl Marx's Alienation? | Introduction to Sociology | Society |  
4:27 minutes

[https://www.youtube.com/watch?v=ye7vZ5c6U\\_E&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=46](https://www.youtube.com/watch?v=ye7vZ5c6U_E&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=46)

What's Max Weber's Definition of Social Class? | Introduction to Sociology | Social Stratification |

5:17 minutes

<https://www.youtube.com/watch?v=DrwfiTnj820&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=47>

What are Social and Cultural Capital? | Introduction to Sociology | Social Stratification

6:25 minutes

<https://www.youtube.com/watch?v=qkKXZj8TzyE&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=48>

What is Pluralism? | Introduction to Sociology | Functionalism |

6:21 minutes

<https://www.youtube.com/watch?v=SkImNqv46a8&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=49>

What is the Power Elite Model of Power? | Introduction to Sociology | Conflict Theory |

8:03 minutes

<https://www.youtube.com/watch?v=LyDuwHIZW8w&list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y&index=50>

Total Average Video Time: 5:62 minutes

Total Hours: 4.68 hours

## Playlists Links

Sociology (50 Videos)

Introduction to Sociology explainer videos

<https://www.youtube.com/playlist?list=PLol6ZbIjxUpu0e4Kji4svevP-8Hbzy1y>

Sociology Perspectives & Sociologists (10 videos)

Explainer videos covering key terms, concepts, theories, and sociologists typically found in the first chapter of an introduction to sociology textbook.

[https://www.youtube.com/playlist?list=PLol6ZbIjxUpsiD71XC2x3-Sw\\_XDtdQVe](https://www.youtube.com/playlist?list=PLol6ZbIjxUpsiD71XC2x3-Sw_XDtdQVe)

Sociological Research (2 videos)

Explainer videos of key terms and concepts associated with Sociological Research.

<https://www.youtube.com/playlist?list=PLol6ZbIjxUptCfc8sgu8021vmBeEAFQYa>

Sociology & Culture (8 videos)

Explainer videos covering sociological key terms and concepts associated with culture.

[https://www.youtube.com/playlist?list=PLol6ZbIjxUpur5b4JF\\_SveJVah7mxjCqq](https://www.youtube.com/playlist?list=PLol6ZbIjxUpur5b4JF_SveJVah7mxjCqq)



### Society & Social Interactions (12 videos)

Explainer videos covering sociological key terms and concepts associated with society and social interaction.

<https://www.youtube.com/playlist?list=PLol6ZbljxUpvh4-ydLVQ-qLl0g9fJeHTr>

### Groups & Organization (9 Videos)

Explainer videos covering sociological key terms and concepts associated with groups, group dynamics, and formal organizations.

<https://www.youtube.com/playlist?list=PLol6ZbljxUpuysFuHPLayCaqtRM0zftMQ>

### Socialization (2 videos)

Explainer videos covering sociological key terms and concepts associated with socialization.

<https://www.youtube.com/playlist?list=PLol6ZbljxUptvbQ6yyIm5QhZzQRNPJGL>

### Deviance, Crime, & Social Control (5 videos)

Explainer videos covering sociological key terms and concepts associated with deviance, crime, and social control.

[https://www.youtube.com/playlist?list=PLol6ZbljxUptWOFNYgY29-0ETE\\_7ByqUa](https://www.youtube.com/playlist?list=PLol6ZbljxUptWOFNYgY29-0ETE_7ByqUa)

### Social Stratification (4 videos)

Explainer videos covering sociological key terms and concepts associated with social stratification and social class.

<https://www.youtube.com/playlist?list=PLol6ZbljxUpt5fMI0B06LgaHzl2QXTMmG>

### Sociology of Education (1 video)

Explainer videos covering sociological key terms and concepts associated with the sociology of education.

[https://www.youtube.com/playlist?list=PLol6ZbljxUpvAedQhmst8-a6\\_0l5Dq0ZR](https://www.youtube.com/playlist?list=PLol6ZbljxUpvAedQhmst8-a6_0l5Dq0ZR)

### Political Sociology (2 videos)

Explainer videos covering sociological key terms and concepts associated with political and government sociology.

[https://www.youtube.com/playlist?list=PLol6ZbljxUptGCqr\\_aTL2M-ZVMXSbsvan](https://www.youtube.com/playlist?list=PLol6ZbljxUptGCqr_aTL2M-ZVMXSbsvan)

Total Playlists: 11

Note: Some videos appear in more than one Playlist.

Presentation Report by Romana Pires, MA, MS  
San Bernardino Valley College

Social Science, Human Development, and Kinesiology Division  
Sociology Department

Fall 2024  
End of Presentation Report

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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Kristina Hannon, Vice Chancellor, Human Resources Payroll, Police Services, and Health and Safety Administration

**PREPARED BY:** Dr. Joanna Oxendine, Dean, Research, Planning, & Institutional Effectiveness, San Bernardino Valley College

**DATE:** November 14, 2024

**SUBJECT:** SBCCD National Conference on Race & Ethnicity in Higher Education (NCORE) Board Presentation

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

The presentation will be an overview of the shared knowledge and insights gained at the 2024 National Conference on Race & Ethnicity in Higher Education by representatives from Crafton Hills College and San Bernardino Valley College. Ideas for practical application of some of the concepts gleaned will also be shared.

### **ANALYSIS**

This presentation is designed to inform the Board of the primary takeaways from NCORE and how the intentional application of such at both colleges and across the district might positively impact student outcomes. Specific strategies for how the Board might continue to support this work will be provided.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.





SAN BERNARDINO  
COMMUNITY COLLEGE  
DISTRICT

# NCORE 2024

## 36th Annual National Conference on Race & Ethnicity in Higher Education



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## SBCCD Attendees

**Dr. Anthony Blacksher**  
*San Bernardino Valley College*

**Kashaunda Harris**  
*Crafton Hills College*

**Jillian Robertson**  
*Crafton Hills College*

**Dr. Aysia Brown**  
*DSO*

**Mariana Macamay**  
*Crafton Hills College*

**Dr. Olivia Rosas**  
*San Bernardino Valley College*

**Dr. Rejoice Chavira**  
*Crafton Hills College*

**Dr. Nohemy Ornelas**  
*DSO*

**Christina Sweeting**  
*Crafton Hills College*

**Keenan Giles**  
*San Bernardino Valley College*

**Dr. Joanna Oxendine**  
*San Bernardino Valley College*

**Diana Vaichis**  
*Crafton Hills College*

**Kristina Hannon**  
*DSO*

**Dr. Ericka Paddock**  
*Crafton Hills College*

**Dr. Vinnie Wu**  
*San Bernardino Valley College*

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# Primary Tracks and Themes

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CRAFTON HILLS COLLEGE

San Bernardino Valley College

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## Primary Tracks and Themes

- 1 Human Resources Policies & Practices
- 2 Integrated Strategic Planning for Equity
- 3 Research & Data Practices
- 4 Decolonization in Action?
- 5 Student Engagement, Support, & Success
- 6 Training & Professional Development

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# Integrated Strategic Planning for Equity

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## Integrated Strategic Planning for Equity

- Identify clear and specific objectives using common language and the understanding of what the campus(es) want to achieve
  - e.g., clarify and emphasize trackable measures and metrics, the role/purpose of committees, and the reorganization of shared governance (SBVC)
- Engage the campus community in the planning process, particularly students
  - Strategic Enrollment Management Plan
- Ensure Cascade plans are side to side, not just top-down
- Communicate plans to stakeholders, including who is responsible for or owns what

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# Research & Data Practices

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## Research & Data Practices

- **Presenting a data story:**



- SBVC is at the forefront of using holistic student data to tell a story: Strategic Enrollment Management integrated data framework.
- Hosted two workshops at:
  - RP Group Strengthening Student Success Conference in Oct 2024
  - California Association for Institutional Research Conference in Nov 2024

- **Connect survey responses to potential or actual student outcomes.**

- Healthy Minds Survey (2022, 2025): emphasizes the importance of mental health and campus belonging related to perceived persistence
- Diversity, Equity, Inclusion Institutional Survey (2024): connects DEI data to actual student persistence and success outcomes

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## Research & Data Practices

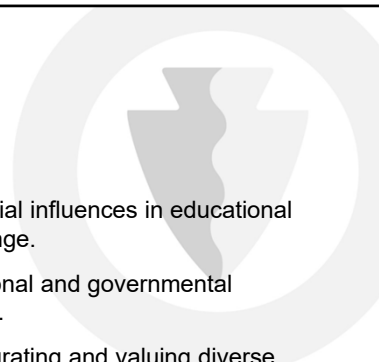


- SEA Committee currently working on selecting **Crafton's First-Ever Equity Champions**
- Identified ways to measure "sense of belonging" through access, momentum, completion, and employment.
  - Collaborate with OIERP to implement measurable strategies for enhancing student belonging.
  - Share findings with the SEA committee and other groups for feedback and refinement.
- Gained insights from Dartmouth's Inclusion Champions pilot program.
  - Continue to collaborate with OIERP to find ways we can use insights gathered to improve data and equity coaching program that is being piloted for our colleges.
- Directly aligned with our Equity Plan and Educational Master Plans

## Decolonization in Action?



# Decolonization in Action?



- Entrenched Colonial Structures and Power:** Dismantle persistent colonial influences in educational systems by challenging power dynamics and advocating for structural change.
- Institutional and Governing Resistance:** Engage with resistant educational and governmental institutions to transform them toward more inclusive, decolonized practices.
- Epistemological Dominance:** Broaden educational perspectives by integrating and valuing diverse ways of knowing, moving beyond the dominance of Western epistemology.
- Internalized Colonialism:** Recognize and shift internalized colonial mindsets, encouraging reflection on biases and fostering decolonial thinking.
- Neoliberalism:** Resist market-driven goals in education by advocating for a focus on cultural and social justice that aligns with decolonizing efforts.

"Decolonization is not a metaphor"

- Eve Tuck and K. Wayne Yang

# Student Engagement, Support, & Success

## Student Engagement, Support, & Success

- Establish collaborative efforts and a consistent approach that clarifies roles and responsibilities
- Foster sense of belonging through peer mentorship, learning communities, etc.
- Create a culture of care and shift to removal of barriers
- Meet students where they are by listening to their stories and experiences
- Build partnerships on campus and surrounding communities (identify champions)
- Reignite passion for our work and break away from routine

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## Student Engagement, Support, & Success

- 3 Voter Registration Events (08/14, 09/17, 10/14 respectively) in partnership with the SB County Registrar of Voters at Crafton Hills
- Fall 2024 Faculty In Service Presentation and presentation to student leaders entitled "Bridging Divides: Navigating Differences with Civility".
- A two- part workshop in October 24 with a local Law Firm to teach Crafton Hills College students who identify as members of the LGBT community how to update their gender markers on important documents such as their:
  - State Identification Card,
  - Passport,
  - Social Security Card and more.

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# Training & Professional Development

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## Training & Professional Development

- Onboarding Practices for Equity
  - Focus on history, students, and culture
  - Building employee interpersonal relationships
  - Create equity goals and new faculty roles within Student Success and Equity
  
- Open for Anti-racism (OFAR):
  - 5-week training embedded into Crafton's Tenure Track Academy
  - Committee assignment for first-year full time faculty
  - Course completion Equity Summit

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# Training & Professional Development

- Focused, Role/Job-Specific DEIA Training
  - Common challenges with DEIA training and professional development
  - Shifts of focus and/or locus of inequities can increase engagement
  - Tailored professional development for specific classifications based on practical application of DEIA strategies within primary role duties
- Faculty Communities of Practice
  - Foster collaborative learning and reflection
  - Development of equity-minded teaching practices, including discipline-specific strategies
  - Promote institutional (and systemic) change

# Next Steps

## Next Steps

- Utilize data-driven insights to make informed decisions that directly improve student success, persistence, and equity
- Enact policies that challenge existing power dynamics to ensure educational practices are inclusive and forward-thinking
- Institutionalize holistic student support services and foster partnerships with external communities to expand opportunities for student success
- Expand professional development programs that focus on practical DEIA applications and support systemic institutional changes for equity

# Thank you!





**BOARD OF TRUSTEES**  
**Meeting Minutes – October 10, 2024**

Location: San Bernardino Community College District Boardroom: 550 E. Hospitality Ln., Ste. 200, San Bernardino, CA 92408  
 Livestream: <https://www.youtube.com/@sanbernardinocommunitycoll42/streams>  
 Meeting materials: [www.sbccd.edu/govenda](http://www.sbccd.edu/govenda)

<p><b>MEMBERS PRESENT</b></p> <p>Dr. Stephanie Houston, Chair                  Dr. Nathan Gonzales, Vice Chair                  Joseph Williams, Clerk                  Dr. Cherina Betters, Trustee (arrived at 4:22p.m.)                  John Longville, Trustee                  Frank Reyes, Trustee                  Hadi Natour, CHC Student Trustee (advisory)                  Nelva Ruiz-Martinez, SBVC Student Trustee (advisory)</p>	<p><b>ADMINISTRATORS PRESENT</b></p> <p>Dr. Diana Z. Rodriguez, Chancellor                  Jose Torres, Executive Vice Chancellor                  Dr. Kevin Horan, CHC President                  Dr. Gilbert Contreras, SBVC President                  Kristina Hannon, VC Human Resources &amp; Police Services</p>
<p><b>MEMBERS ABSENT</b></p>	<p><b>ADMINISTRATORS ABSENT</b></p> <p>Dr. Nohemy Ornelas, VC Educational &amp; Student Support Services                  Angel Rodriguez, Associate Vice Chancellor Government Relations &amp; Strategic Communications</p>

**I. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Chair Houston called the meeting to order at 4:00 p.m.

Trustee Williams led the pledge of allegiance.

**II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**

**III. CLARIFICATION**

None

**IV. APPROVAL OF MINUTES**

- A. 09/12/2024
- B. 09/26/2024

Motion: to approve the 09/12/204 and 09/26/2024 minutes

Moved by: Trustee Williams. Seconded by Trustee Reyes.

Electronic vote:      AYES:      Natour (advisory) - verbal, Ruiz Martinez (advisory), Gonzales, Longville - verbal, Reyes, Williams, Houston  
                                  NOES:      none  
                                  ABSTAIN:      none  
                                  ABSENT:      Betters

Motion passed

**V. RECOGNITION/CELEBRATIONS**

- A. Applause Cards

The Board recognized applause recipients for extending extra effort to provide quality service and valued assistance.

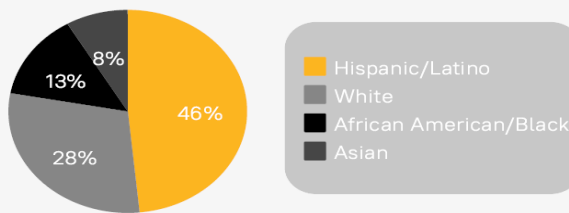
**B. SBCCD Diversity, Equity, Inclusion, and Anti-Racism (DEIA) Initiatives Board Presentation**  
Vice Chancellor Hannon and Dr. Christopher Crew presented:  
SBCCD Age Diversity.

- Young student body 30% of students fall into the traditional age group, with the majority of students being between the ages of 19 and 24.
- Experience workforce – A significant portion of faculty and staff are aged 50 or older, indicating a wealth of experience within the institution.
- Lifelong Learning – The wide age ranges across students, faculty, classified professionals, and managers highlight the diversity in life stages and experiences within the SBCCD community. The presence of older students highlights the importance of supporting lifelong learning opportunities and career retraining programs.

**SBCCD Hires and Supports a Diverse Workforce**

- Underrepresented groups hiring increase. SBCCD has made significant progress in increasing the representation of underrepresented groups, especially Hispanics, across its faculty and staff.
- Trustee Williams recommended including helping us understand as to what this means for us in the future. What is the district and student impact and the legislation impact (supporting or propose). Recommended this as a study session. Trends allowing providing specific training for specific staff. What is the district and student impact and the legislation impact (supporting or propose).

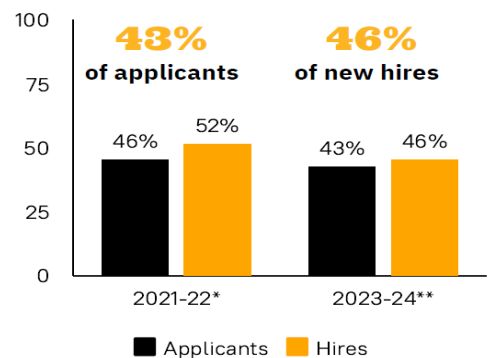
**Figure 1: Hiring Breakdown by Race/Ethnicity**



**Table 1: Hiring Breakdown for Female Applicants**

Applicants	Qualified	Interviewed	Hired
50%	49%	48%	60%

**Figure 2: Hispanic/Latino Hiring Trends**



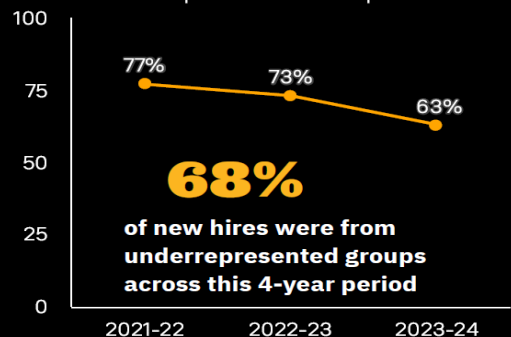
\*1,712 applicants in 2021-22; \*\*1,369 in 2023-24

**Strong DEIA Commitment**

**Success in Action**

The successful emphasis on increasing diversity aligns with SBCCD's commitment to DEIA, demonstrating progress in creating a more inclusive and equitable workplace.

**Figure 3: Percentage of New Hires from Underrepresented Groups**



SBCCD Employee Wellness (presented by Dr. Aysia Brown)

- Wellness Programs  
Prioritizing well-being by supporting physical emotional, and financial health
- Learning Initiatives  
Empowering growth. Emphasized continuous learning opportunities through ongoing training initiatives, encompassing areas such as EEO, DEAI, FRISK, and Intercultural Communications.
- Reporting Mechanisms  
Transparent reporting mechanisms for Title IX, Workplace Violence, EEO, and Safety.
- Community Building  
Fostering a sense of community by encouraging connections among colleagues, recognizing the power of shared experiences and mutual support.
- Chair Houston commented: The need to have shared prosperity. Pay attention to our trend lines because our trend lines become our headlines.

**VI. ACTION AGENDA**

A. CHC ACCJC Mid-Term Report

Motion: to approve the CHC ACCJC Mid-Term Report

Moved by Trustee Betters. Seconded by Trustee Reyes.

Electronic vote:	AYES:	Natour (advisory), Ruiz Martinez (advisory), Betters, Gonzales, Longville, Reyes, Williams, Houston
	NOES:	none
	ABSTAIN:	none
	ABSENT:	none

Motion passed

B. SBVC ACCJC Mid-Term Report

Call for motion and second

Motion: to approve the SBVC ACCJC Mid-Term Report

Moved by Trustee Longville. Seconded by Trustee Reyes.

Electronic vote:	AYES:	Natour (advisory), Ruiz Martinez (advisory), Betters, Gonzales, Longville, Reyes, Williams, Houston
	NOES:	none
	ABSTAIN:	none
	ABSENT:	none

Motion passed

C. Approval to Name PSAH-Terrace as the “Paul and Joann Barich Terrace”



Call for motion and second

Motion: to approve the naming of the PSAH-Terrace as the “Paul and Joann Barich Terrace”

Moved by Trustee Gonzales. Seconded by Trustee Reyes.

Discussion: Vice Chancellor Gonzales publicly thanked Paul and Joann Barich Terrance.

Electronic vote:	AYES:	Natour (advisory), Ruiz Martinez (advisory), Betters, Gonzales, Longville, Reyes, Williams, Houston
	NOES:	none
	ABSTAIN:	none
	ABSENT:	none

Motion passed

**VII. CONSENT AGENDA**

- A. Instruction/Student Services
  - 1. Curriculum - CHC
- B. Human Resources
  - 1. Adjunct and Substitute Academic Employees
  - 2. Appointment of District Employees
  - 3. Appointment of Interim Managers
  - 4. Appointment of Temporary Academic Employees
  - 5. Employee Transfer
  - 6. Non-Instructional Pay
  - 7. Payment of Stipends
  - 8. Reclassification of Employees
- C. Business & Fiscal Services
  - 1. Contracts at or above \$114,500
  - 2. Individual Memberships
- D. Facilities
  - 1. Master Services Agreements and Task Orders for Bond Construction

Chair Houston pulled item VII.C.1 Contract at or above \$114,500. Chancellor Rodriguez pulled item VII.B.3 Appointment of Interim Managers to table at the November Board meeting.

Motion: to approve the Consent Agenda with the exception of VII.C.1 Contract at or above \$114,500 and VII.B.3 Appointment of Interim Managers to table at the November Board meeting.

Moved by Trustee Gonzales. Seconded by Trustee Longville.

Electronic vote:	AYES:	Natour (advisory), Ruiz Martinez (advisory), Betters, Gonzales, Longville, Reyes, Williams, Houston
	NOES:	none
	ABSTAIN:	none
	ABSENT:	none

Motion passed

Motion: to approve VII.C.1 Contract at or above \$114,500 with Trustee Houston and Betters abstaining.

Moved by Trustee Gonzales. Seconded by Trustee Longville.

Electronic vote:	AYES:	Natour (advisory), Ruiz Martinez (advisory), Gonzales, Longville, Reyes, Williams
	NOES:	none
	ABSTAIN:	Betters, Houston
	ABSENT:	none

Motion passed

## VIII. REPORTS

Brief reports were provided orally. All written reports are uploaded and can be referenced at [www.sbccd.edu/Govenda](http://www.sbccd.edu/Govenda)

- A. Board Committee & Activity Reports
  - 1. Board Finance Committee (BFC) – Trustee Gonzales provided a brief report.
  - 2. Board Legislative Committee (BLC) – Trustee Longville provided a brief report.
  - 3. Board Policy & Procedures Ad-Hoc Committee (BPPAC) – No report.
- B. Regional and State Reports
  - 1. Board of Governors (BOG) – Trustee Williams provided a brief report.
  - 2. Joint Powers Authority – Chair Houston gave a brief report.
- C. Chancellor's Report –Chancellor Rodriguez provided a brief report.
- D. Represented Groups
  - 1. Crafton Hills College Academic Senate. No report.
  - 2. Crafton Hills College Classified Senate – Andrea Hecht provided a brief report.
  - 3. Crafton Hills College Associated Students – Katrina Barringer provided a brief report.
  - 4. San Bernardino Valley College Academic Senate – provided a brief report.
  - 5. San Bernardino Valley College Classified Senate – No report.
  - 6. San Bernardino Valley College Associated Students – Executive Vice President provided a brief report.
  - 7. CSEA – No report.
  - 8. CTA – Denise Knight provided a brief report.
  - 9. Police Officers Association – No report.
- E. Staff Reports
  - 1. San Bernardino Valley College President – President Contreras provided a brief report.
  - 2. Crafton Hills College President – President Horan provided a brief report.
  - 3. Executive Vice Chancellor – No report.
  - 4. Vice Chancellor of Human Resources & Police Services – No report.
  - 5. Vice Chancellor of Educational & Student Support Services – No report.

## IX. INFORMATION ITEMS

- A. 2024-25 Policies & Procedures Review List
- B. Annual Security Report

- C. Board Master Action Planning Calendar
- D. Budget Revenue & Expenditure Summary
- E. Construction Change Orders and Amendments - Bond Program
- F. Contracts Below \$114,500
- G. District Grant Update
- H. General Fund Cash Flow Analysis
- I. MOUs between SBCCD and the CSEA
- J. MOUs between SBCCD and the POA
- K. Professional Expert Short-Term and Substitute Employees
- L. Purchase Order Report
- M. Resignations
- N. Volunteers

**X. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- A. Conference with Labor Negotiators  
Government Code 54957.6  
Agency Representatives: Diana Rodriguez and Kristina Hannon  
Non-Represented Groups: CSEA, CTA, POA,  
Management/Supervisors, and Confidential Employees
- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957  
Number of cases: 2
- C. Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Subdivision (d)(2) and  
(e) of Government Code Section 54956.9  
Number of cases: 1
- D. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3) or (d)(1)  
Number of cases: 1
- E. Public Employee Performance Evaluation  
Government Code Section 54957(b)(1)  
Title: Chancellor

**XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

None

**XII. CONVENE CLOSED SESSION**

The Board convened to closed session at 5:45 p.m.

**XIII. RECONVENE PUBLIC MEETING**

Chair Houston reconvened the public meeting at 6:18 p.m.

**XIV. REPORT OF ACTION IN CLOSED SESSION**

On October 10, 2024, the Board Unanimously took action to approve the release of probationary #32264 as the Job Developer effective October 11, 2024.

**XV. ADJOURNMENT**

The next meeting of the Board: Board Business Meeting

November 14, 2024, at 4:00 p.m.  
SBCCD Boardroom  
550 E. Hospitality Ln., Ste 200  
San Bernardino, CA 92408

The Board of Trustees approved the October 10, 2024, minutes on November 14, 2024.

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Joseph R. Williams, Clerk  
SBCCD Board of Trustees

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Heather M. Madole, Administrative Officer  
SBCCD Office of the Chancellor

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Jose F. Torres, Executive Vice Chancellor  
 Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, & Health and Safety Administration  
 Dr. Nohemy Ornelas, Vice Chancellor, Educational & Student Support Services

**DATE:** November 14, 2024

**SUBJECT:** Caring Hands Applause Cards

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

The attached individuals have received special recognition for extending extra effort in providing quality service and valued assistance.

### **ANALYSIS**

The Caring Hands Applause Card was developed so that employees, students, visitors, and vendors have an opportunity to recognize members of the SBCCD team who provide outstanding quality and service.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
1. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
2. Be a Leader and Partner in Addressing Regional Issues
3. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this Board item.





## Caring Hands Applause Cards

Presented for Information November 14, 2024

### Larry Aycock

Crafton Hills College  
A&R

*"Thank you for attending our EMT program meeting and collaborating with us on changes to our enrollment process and course structure in an effort to increase success!"*

Recognized by:  
Amanda Ward

### Vicky Barra

Crafton Hills College  
Administrative Assistant Student Services

*"Vicky went above and beyond helping me submit my 1st conference request in Oracle. It was really complicated & required SOOO.... MANY steps, edits & training on Zoom, but Vicky helped every step of the way with kindness & patience. She's a real nice person & knows her stuff too! Thanks again Vicky!"*

Recognized by:  
Suzanne Delahanty

### Trinette Barrie

Crafton Hills College  
University Transfer & Career Center

*"Thank you for always welcoming and supporting new ideas. Your leadership in the center is commendable."*

Recognized by:  
Krista Ornelas-Mora

### Jeff Cervantez

Crafton Hills College  
SINS

*"Thank you for being such a great co-chair!"*

Recognized by:  
Julie McKee

### Pedro Chabolla

Crafton Hills College  
University Transfer & Career Center

*"Thank you for always helping out with different projects and supporting our student workers and the front desk when needed. It's very much appreciated."*

Recognized by:  
Krista Ornelas-Mora

### Marc Anthony Chavez

Crafton Hills College  
Custodial

*"Thank you doing such a great job keeping LRC231 clean and tidy!"*

Recognized by:  
Julie McKee



## Caring Hands Applause Cards

Presented for Information November 14, 2024

### **Maria Davila**

Crafton Hills College  
Student Accessibility Services

*"Maria is a valued team member in SAS. Thank you for your dedication to the students and for all of your hard work."*

Recognized by:  
CHC SAS Team

### **Chloe De Los Reyes**

Crafton Hills College  
English

*"Thank you for sharing resources all October to celebrate our first Filipino American History Month!"*

Recognized by:  
Crafton Hills College

### **Anne Dobbs**

Crafton Hills College  
English

*"I put off taking an English class for a long time because it is a subject I struggled with a lot. However, after enrolling in your class my knowledge of English has improved significantly and I have developed a love for the subject. Thanks for all your hard work and support! ??"*

Recognized by:  
Ariel Allen

### **Aaron Fisher**

Crafton Hills College  
Univeristy Transfer & Career Center

*"Thank you, Aaron, for doing a fantastic job as Ryker and for always helping out wherever needed. We appreciate you."*

Recognized by:  
Krista Omelas-Mora

### **Krista Ivy**

Crafton Hills College  
Library

*"Krista provided a wonderful library tour and very informational research lesson to my students. Her kindness and willingness to reschedule my request at a short notice did not go unnoticed. Thank you so much Krista!"*

Recognized by:  
Paige Dulay-Vega

### **Janine Ledoux**

Crafton Hills College  
Health

*"Thanks for your support and excellent class material in your online Health 102 class! Health and Science are two of my most disliked subjects, but I learned so much from your course!!!"*

Recognized by:  
Ariel Allen



## Caring Hands Applause Cards

Presented for Information November 14, 2024

### Alicia Lopez

Crafton Hills College  
University Transfer & Career Center

*"Thank you for showing up and being ready to support the office every day. We appreciate your hard work."*

Recognized by:  
Krista Ornelas-Mora

### Hadi Natour

Crafton Hills College  
Transfer Center

*"Always dedicated, always a smiling face and always representing CHC in the best way!"*

Recognized by:  
CHC SAS Office

### Hadi Natour

Crafton Hills College  
University Transfer & Career Center

*"Hadi, you rock at flyer design and social media. We appreciate your hard work and support in the UTCC."*

Recognized by:  
Krista Ornelas-Mora

### Vonda O'Shaughnessy

Crafton Hills College  
Student Accessibility Services

*"Vonda is a very dedicated and caring employee and a great team member."*

Recognized by:  
CHC SAS Team

### Erick Pineda

Crafton Hills College  
University Transfer & Career Center

*"Erick, you are doing an amazing job in your role! Your patience and positive attitude, draw students to you. Keep being awesome."*

Recognized by:  
Krista Ornelas-Mora

### Vannesa Ramirez

Crafton Hills College  
Student Accessibility Services

*"Vannesa really cares about her staff and the SAS Students."*

Recognized by:  
CHC SAS Team





## Caring Hands Applause Cards

Presented for Information November 14, 2024

### Ali Raventos

Crafton Hills College  
Information

*"They did a wonderful job at helping guide me through my application process that had been put on a hold for awhile. It helped steer me back on track and made the process way less stressful than before. They helped me to an outstanding degree."*

Recognized by:  
Paige Anderson

### Maribel Santana Alvarez

Crafton Hills College  
University Transfer & Career Center

*"Maribel, you are doing such a great job in your role. Your genuine kindness and patience shine through all your interactions. Glad you joined the UTCC team."*

Recognized by:  
Krista Omelas-Mora

### Michael Shattuck

Crafton Hills College  
University Transfer & Career Center

*"Michael, thank you for always providing your very best on projects. We appreciate all your help creating designs to showcase UTCC."*

Recognized by:  
Krista Omelas-Mora

### Erika Sherman

Crafton Hills College  
Student Life

*"Thank you for hosting a visit for my class! I appreciate your knowledge of so many student resources."*

Recognized by:  
Julie McKee

### Floyd Simpson

Crafton Hills College  
Admissions

*"He gave great service, was very helpful and professional. We need more people like him. A great roll model. He is very clear and helpful with students."*

Recognized by:  
Victoria Siraj

### Reyna Uribe

Crafton Hills College  
Admissions & Records

*"Reyna is a wonderful colleague to collaborate with. She has saved the day many times in Counseling, but also goes above and beyond helping students during stressful points of their educational journey. Reyna communicates with respect & kindness to students and staff, our campus is lucky to have her!"*

Recognized by:  
Sara Sosa



## Caring Hands Applause Cards

Presented for Information November 14, 2024

### Victoria Van Stee

Crafton Hills College  
Univeristy Transfer & Career Center

*“Victoria, thank you for always showing kindness and patience to everyone. We appreciate your hard work and your leadership does not go unnoticed. Keep being awesome.”*

Recognized by:  
Krista Ornelas-Mora

### Amy Wassing

Crafton Hills College  
Communications

*“Inspirational and goes above and beyond on designing her online course materials.”*

Recognized by:  
Ariel Allen

### Deborah Castro

District Support Operations  
Government Relations & Strategic  
Communication

*“You’re amazing, Debbie! Thank you for always being there in an instant and for willingness to help me and the team whenever we call you. I appreciate you!”*

Recognized by:  
Avi Nair

### Nick Judson

District Support Operations  
TESS Printing Services

*“Thank you for all your continuous help, much appreciated!”*

Recognized by:  
Carmen Sanchez

### Jeanette Perez

District Support Operations  
Payroll

*“Thank you Jeanette to your dedicated service to the Fire Academy! You always assist our PEs when questions arise. Your hard work does not go unnoticed.”*

Recognized by:  
Paige Dulay-Vega

### Anthony White & Team

District Support Operations  
TESS

*“Thank you for expediting our new admin's email address. You and your team went above and beyond and we really appreciate you!”*

Recognized by:  
Anonymous



# Caring Hands Applause Cards

Presented for Information November 14, 2024

## Maribel Cisneros

San Bernardino Valley College  
EOP&S

*“Going above and beyond. Thank you!”*

Recognized by:  
Andrea Hecht, SBVC Academic Senate  
President

## Yesica Alatorre

San Bernardino Valley College  
KVCR

*“Thank you for volunteering your time to help us set up for Rock the Vote!”*

Recognized by:  
Marie Maghuyop

## Lorena Arteaga

San Bernardino Valley College  
Food Service

*“Showed exceptionality under pressure. On Halloween 2024, she and the team served over 200 Monster Burger combos while dealing with an emergency water break flood.”*

Recognized by:  
Erik Morden

## Keynasia Buffong,

San Bernardino Valley College  
Transfer and Career Services

*“Always going above and beyond and stepping up.”*

Recognized by:  
Andrea Hecht, SBVC Academic Senate  
President

## Eduardo Diaz

San Bernardino Valley College  
Pharmacy Technology

*“Thank you for your hard work and dedication to the Dual Enrollment students taking Pharmacy Systems II.”*

Recognized by:  
Omar Castro

## Maria Gastelum - Esparza

San Bernardino Valley College  
Food Service

*“Showed exceptionality under pressure. On Halloween 2024, she and the team served over 200 Monster Burger combos while dealing with an emergency water break flood.”*

Recognized by:  
Erik Morden



## Caring Hands Applause Cards

Presented for Information November 14, 2024

### Scott D. Glenny

San Bernardino Valley College  
Pharmacy Technology

*"Thank you for your hard work and dedication to the Dual Enrollment students taking Pharmacology I."*

Recognized by:  
Omar Castro

### Tanya Gomez

San Bernardino Valley College  
Food Service

*"Showed exceptionalism under pressure. On Halloween 2024, she and the team served over 200 Monster Burger combos while dealing with an emergency water break flood."*

Recognized by:  
Erik Morden

### Kimberli K. Lopez

San Bernardino Valley College  
Pharmacy Technology

*"Thank you for your hard work and dedication to the Dual Enrollment students taking Pharmacy Calculations."*

Recognized by:  
Omar Castro

### Craig Luke

San Bernardino Valley College  
VBC program

*"Helped me with my class schedule as well as helped me get started on my CSU application."*

Recognized by:  
Lourdes Maldonado

### Emily McNichols

San Bernardino Valley College  
Arts & Humanities

*"Emily graciously offered to help me with approvals on Oracle. I've never used it before and she made it seamless and easy. Thank you Emily!"*

Recognized by:  
Nori

### Kevin Moreno

San Bernardino Valley College  
CTS

*"I had the BEST experience with Kevin! He was more than helpful! I was having a hard time trying to get my monitors to work and he not only helped me with it but had a FANTASTIC attitude! THANK YOU KEVIN!"*

Recognized by:  
Sub Administrative Assistant (Science Division)



## Caring Hands Applause Cards

Presented for Information November 14, 2024

### Pooja P. Mujumdar

San Bernardino Valley College  
Pharmacy Technology

*"Thank you for your hard work and dedication to the Dual Enrollment students taking Pharmacology I."*

Recognized by:  
Omar Castro

### Wendy Nahuat

San Bernardino Valley College  
CalWORKs

*"Went above and beyond to assist a student in need"*

Recognized by:  
Alexa

### Anna Navarro

San Bernardino Valley College  
Food Service

*"Showed exceptionalism under pressure. On Halloween 2024, she and the team served over 200 Monster Burger combos while dealing with an emergency water break flood."*

Recognized by:  
Erik Morden

### Shirin Rad

San Bernardino Valley College  
Pharmacy Technology

*"Thank you for your hard work and dedication to the Dual Enrollment students taking Pharmacology I."*

Recognized by:  
Omar Castro

### Mercy Ramirez

San Bernardino Valley College  
Food Service

*"Showed exceptionalism under pressure. On Halloween 2024, she and the team served over 200 Monster Burger combos while dealing with an emergency water break flood."*

Recognized by:  
Erik Morden

### Jessica Sotelo

San Bernardino Valley College  
Food Service

*"Showed exceptionalism under pressure. On Halloween 2024, she and the team served over 200 Monster Burger combos while dealing with an emergency water break flood."*

Recognized by:  
Erik Morden



# Caring Hands Applause Cards

Presented for Information November 14, 2024

## Kristian Suarez

San Bernardino Valley College  
M&O

*"Thank you Kristian for going out of your way to help dry tables/chairs for the Future Early Childhood Educator Symposium. Your help made a big difference in our preparations!"*

Recognized by:  
Brittney Harris (CDC)

## Laurie Sullivan

San Bernardino Valley College  
Student disability center\ASL teacher

*"Sheâ€™s awesome and a wonderful teacher and a great person and listener and sheâ€™s a very good ASL professor."*

Recognized by:  
Heidi Deaver

## Charlie Taylor

San Bernardino Valley College  
KVCR

*"Thank you for volunteering your time to help set up for our Rock the Vote event!"*

Recognized by:  
Marie Maghuyop

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Retirement Recognition

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

The Board would like to recognize and celebrate the following staff on their retirement from San Bernardino Community College District.

May, Anquanetta, Administrative Assistant II, Health & Wellness Center, CHC  
 After 17 years of administrative service with the District at Crafton Hills College, Anquanetta submitted a letter of intent to retire, effective December 31, 2024. Anquanetta began her employment with SBCCD as a Switchboard Operator in 2007, Administrative Clerk in 2017, and will retire as an Administrative Assistant II, a position she has held since 2021.

The commitment and dedication this individual has shown to student success is unwavering. The District is truly grateful for their years of service and congratulates them on their retirement.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Nohemy Ornelas, Vice Chancellor of Educational and Student Support Services

**PREPARED BY:** Dr. Christopher Crew, Executive Director of Research, Planning, and Institutional Effectiveness

**DATE:** November 14, 2024

**SUBJECT:** 2025-2026 Academic Compressed Calendar

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2025-2026 Academic Compressed Calendar.

### **OVERVIEW**

During the 2023-2024 academic year, SBCCD formed a core team to explore a transition to a 16-week compressed calendar. Engaging with various stakeholder groups, district leadership gathered feedback through a collaborative process. The Institutional Effectiveness Advisory Committee convened on October 24, 2024, to support this shift to better accommodate students, particularly part-time learners, and reduce barriers to full-time enrollment. The new 16-week schedule aims to facilitate faster course completion, expand offerings for dual-enrolled students, enhance retention, align with industry needs, and streamline short-term courses. Once approved, the implementation process will begin in the Spring and become effective in the Fall of 2025.

### **ANALYSIS**

The implementation of the Academic Compressed Calendar for the 2025-2026 academic year will bring SBCCD closer to achieving its goals for student access, success, and retention.

### **SBCCD GOALS**

Eliminate Barriers to Student Access and Success.

### **FINANCIAL IMPLICATIONS**

There are no financial implications.





# 2025-2026 ACADEMIC CALENDAR

FALL SESSION 2025 AUGUST 25 – DECEMBER 19



## REGISTRATION FOR CLASSES

	16-Week Session 08/25 - 12/19	8-Week Session:1 08/25 - 10/18	8-Week Session: 2 10/20 - 12/19
Application Period Begins (Open CCC)	October 01, 2024		
Registration Period Begins	April 07, 2025		
Instruction Begins	August 25	August 25	October 20
Final Examinations	December 13-19	October 13-17	December 13-19
Instruction Ends	December 19	October 18	December 19
Grades due from Faculty	<b>Grades are due 5 working days after the last class.</b>		
2026 Commencement	May 15, 2026		

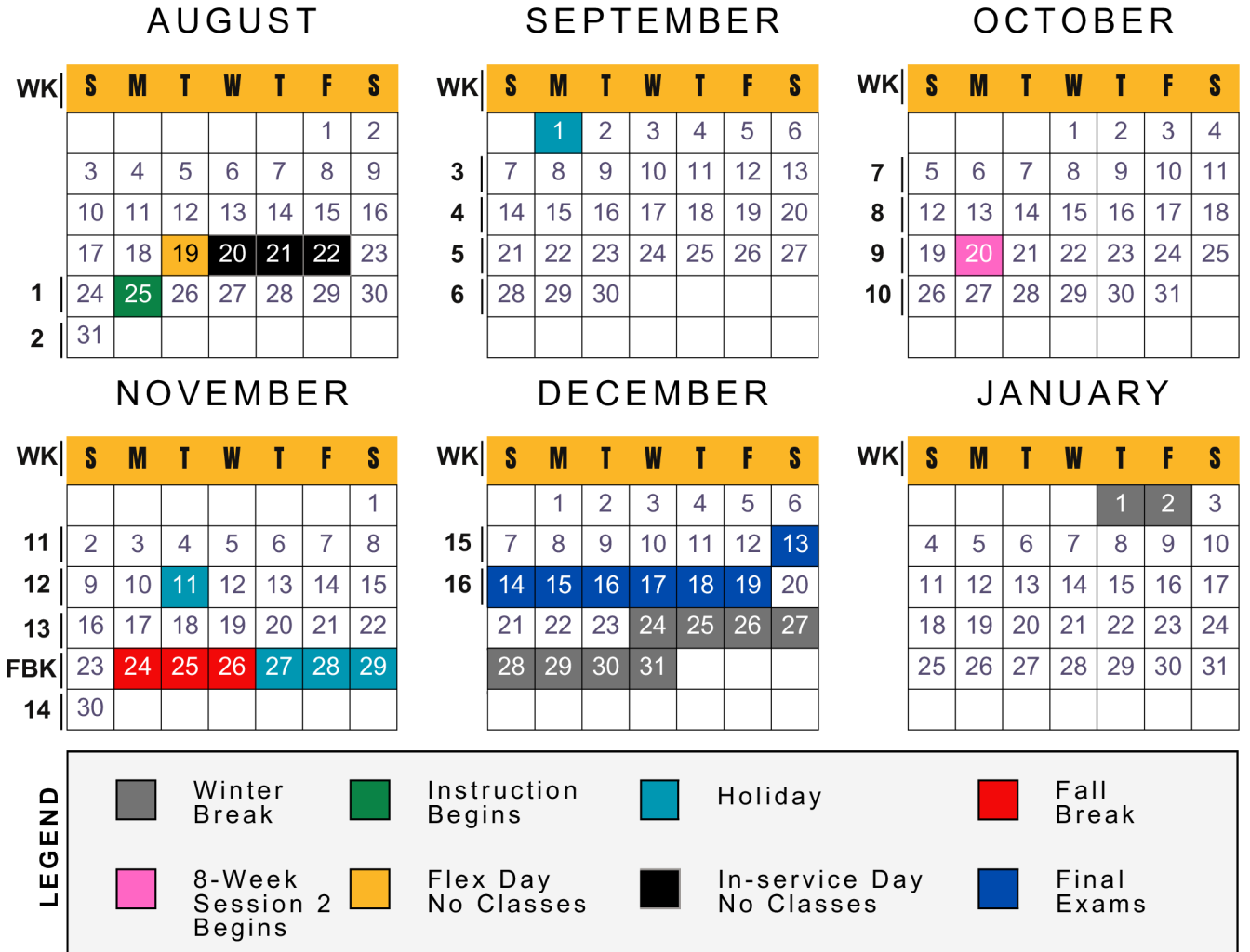
## HOLIDAYS

Labor Day (Campus Closed)	September 1, 2025
Veterans Day (Campus Closed)	November 11, 2025
Thanksgiving (Campus Closed)	November 27-29, 2025
Winter Break (Campus Closed)	December 24, 2025 - January 2, 2026

**Weekend classes meet after Friday holidays and before Monday holidays unless designated as a holiday on this calendar.**

## OTHER IMPORTANT DATES

Emergency Drill	TBD
Fall Census Date	September 8, 2025
Final Exams (Regular Classes)	December 13-19, 2025
Graduation applications due to Admissions and Records	September 30, 2025
Semester Ends	December 19, 2025



## CAMPUS DRILLS

Emergency Drill	TBD
The Great CA ShakeOut Earthquake	October 17, 2025

## INSTRUCTIONAL FLEX DAYS

Flex Day	August 19, 2025
Faculty In-Service	August 20-22, 2025

# 2025-2026 ACADEMIC CALENDAR

## SPRING SESSION 2026 JANUARY 20 – MAY 15



### REGISTRATION FOR CLASSES

	16-Week Session 01/20 - 05/15	8-Week Session:1 01/20 - 03/14	8-Week Session: 2 03/23 - 05/15
Application Period Begins (Open CCC)	TBD		
Registration Period Begins	TBD		
Instruction Begins	January 20	January 20	March 23
Final Examinations	May 08 -14	March 09-14	May 08-14
Instruction Ends	May 14	March 14	May 14
Grades due from Faculty	<b>Grades are due 5 working days after the last class.</b>		
2026 Commencement	May 15, 2026		

### HOLIDAYS

Martin Luther King, Jr. Day (Campus Closed)	January 19, 2026
Lincoln's Birthday (Campus Closed)	February 6, 2026
Washington's Birthday (Campus Closed)	February 16, 2026
Memorial Day	May 25
Juneteenth (Campus Closed)	June 19, 2026

**Weekend classes meet after Friday holidays and before Monday holidays unless designated as a holiday on this calendar.**

### OTHER IMPORTANT DATES

Instruction Begins	January 20, 2026
Spring Census Day	February 2, 2026
Final Exams (Saturday Classes)	May 9, 2026
Final Exams (Regular Classes)	May 08-14, 2026
Graduation application due to Admissions & Records	February 28, 2026
Semester Ends	May 15, 2026

### JANUARY

WK	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
1	18	19	20	21	22	23	24
2	25	26	27	28	29	30	31

### FEBRUARY

WK	S	M	T	W	T	F	S
3	1	2	3	4	5	6	7
4	8	9	10	11	12	13	14
5	15	16	17	18	19	20	21
6	22	23	24	25	26	27	28

### MARCH

WK	S	M	T	W	T	F	S
7	1	2	3	4	5	6	7
8	8	9	10	11	12	13	14
SBK	15	16	17	18	19	20	21
9	22	23	24	25	26	27	28
10	29	30	31				

### APRIL

WK	S	M	T	W	T	F	S
				1	2	3	4
11	5	6	7	8	9	10	11
12	12	13	14	15	16	17	18
13	19	20	21	22	23	24	25
14	26	27	28	29	30		

### MAY

WK	S	M	T	W	T	F	S
						1	2
15	3	4	5	6	7	8	9
16	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

### JUNE

WK	S	M	T	W	T	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

LEGEND

	Holiday		8-Week Session 2 Begins		Instruction Begins		Commencement
	Spring Break		Flex Day No Classes		Final Exams		In-service Day No Classes

### CAMPUS DRILLS

Emergency Drill TBD

### INSTRUCTIONAL FLEX DAYS

Flex Day January 13, 2026  
Faculty In-Service January 14-16, 2026

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Heather M. Madole, Administrative Officer

**DATE:** November 14, 2024

**SUBJECT:** Approval of Board Annual Organizational Meeting Date

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the date for the Board Annual Organizational Meeting to Friday, December 13, 2024, at 4:00 p.m.

### **OVERVIEW**

The SBCCD Board of Trustees holds their Annual Organizational Meeting in December pursuant to Education Code. The purpose of the meeting is to elect, from its members, the Board Chair, Vice Chair, Clerk, and voting representative and alternate to the County Committee on School District Organization.

### **ANALYSIS**

The governing board of each school district shall hold an annual organizational meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar. Unless otherwise provided by rule of the governing board, the day and time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected.

The governing board of each community college district shall select one of its members to serve as its voting representative/elector at the annual meeting of school and community college district representatives (E.C. 4005). Each representative shall have one vote for each vacant position to be filled at the election of members to the County Committee on School District Organization (E.C. 3523 and 72403).

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability



**FINANCIAL IMPLICATIONS**

None.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Jose F. Torres, Executive Vice Chancellor and  
Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services,  
& Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Board Policies for Final Approval

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Board Policies for second reading and final approval. Administrative Procedures are submitted for information and review for consistency with Board policies.

### **OVERVIEW**

AP 2410 | <https://sbccd.edu/ap2410>

Pursuant to Board Policy 2410, policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative Procedures are issued by the Chancellor as statements of method to be used in implementing Board Policy. Such Administrative Procedures shall be consistent with the intent of Board Policy and may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. Administrative Procedures are forwarded to the Board of Trustees, which reserves the right to direct revisions of the Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

### **ANALYSIS**

The Board received the following items for first reading on October 10, 2024. The changes include requirements of the Education Code, current laws, and those determined to be necessary for the efficient operation of the District.



Policies & Procedures Presented for Final Approval
2015 Student Trustees
2355 Decorum
2430 Delegation of Authority to the Chancellor
2715 Code of Ethics/Standards of Practice
2731 Trustee Emeritus
5500 Standards of Student Conduct

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

Approval of Board Policies ensures SBCCD operates in an equitable and efficient manner that is compliant with applicable legal requirements. Direct financial implications vary for each Board Policy/Administrative Procedure.

9/13/2024  
11/2024

# BP 2015 Student Trustees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

## Reasons for Review

- > Legal Update 44 - Updated to add voting privileges for student members of the governing board and clarify the student member's rights pursuant to changes in the Education Code.
- > Chapter Lead request to improve accuracy and efficiency, and to reflect current practice.

## Level 1 Review Schedule

- 07/03/2024 ♦ Recommendation Received
- 09/11/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
- 09/19/2024 ♦ PPAC Approves Review Level
- 09/20/2024 ♦ Level 1 to Constituents and AS for Info Only
- 10/10/2024 ♦ BOT 1st Read
- 11/14/2024 ♦ BOT Final Approval

## Begin Recommendation for BP 2015 Student Trustees

*(Replaces current SBCCD BP 2060 and 2070)*

The Board of Trustees shall include ~~two~~ one (1) non-voting student member from each college in the district ~~(one representing each college in the District)~~. The term of office shall be one year commencing June 1.

The student member shall be enrolled in and maintain a minimum of five ~~(5)~~ semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.0 grade point average ~~(GPA)~~ during the term of office.

The student member shall be seated with the Board during the open session portion of meetings and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board, except for issues and items discussed in (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees. The student member shall have the opportunity to cast an advisory vote immediately before the regular members of the Board cast votes. The student member's advisory vote shall not be included in determining the vote required to carry any measure before the Board.

The primary duties of the Student Trustees are to attend and participate in all open board meetings, other duties may include:

- Represent the District at community events
- Advocate for the colleges and students to the legislatures
- Attend ASO/Associated Student Government meetings
- Meet regularly with senior administrators

Pursuant to Education Code Section 72023.5, on or before May 15 of each year, the Board of Trustees shall consider whether to afford the student trustees any of the following privileges:

9/13/2024  
~~11/2024~~

# BP 2015 Student Trustees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

- The privilege to receive compensation for meeting attendance **in accordance with Board Policy 2725 Board Member Compensation at a level of \$210 per month**. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.
- The privilege to make and second motions.
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters, at the discretion of the Board.
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to serve a term commencing on May 15 **instead of on June 1 as stated in Ed Code**.

## Reference:

Education Code Section 72023.5

**End Recommendation for BP 2015 Student Trustees**



# BP 2355 Decorum



Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

## Reasons for Review

> Legal Update 44 - Updated to add references to the Government Code and update language pursuant to changes in the Government Code.

## Level 1 Review Schedule

07/03/2024 ♦ Recommendation Received

09/11/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

09/19/2024 ♦ PPAC Approves Review Level

09/20/2024 ♦ Level 1 to Constituents and AS for Info Only

10/10/2024 ♦ BOT 1st Read

11/14/2024 ♦ BOT Final Approval

## Begin Recommendation for BP 2355 Decorum

The following will be ruled out of order by the presiding officer:

- Disrupting, disturbing, ~~or otherwise~~-impeding, ~~or rendering infeasible~~ the orderly conduct of the meeting.
- Physical violence or threats of physical violence directed toward any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the persons may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

~~Before removal, a warning and a request that the persons curtail the disruptive activity will be made by the Chair of the Board. If the behavior continues, the persons may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.~~ Before removal for conduct other than an individual's use of force or a true threat of force, the presiding officer shall warn the individual that the behavior is disrupting the meeting and that failure to cease the behavior may result in the individual's removal. The presiding officer or their designee may then remove the individual if they do not promptly cease their disruptive behavior.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

### References:

Education Code Section 72121.5;

Government Code Section 54954.3 - subdivision (b), [54957.9](#), and [54957.95](#)

## End Recommendation for BP 2355 Decorum

**BP**

## 2430 Delegation of Authority to the Chancellor



Non 10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Torres ♦ Both BP &amp; AP Exist

### Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard and related language pursuant to the 2024 changes in the ACCJC Accreditation Standards.

### Level 1 Review Schedule

07/03/2024 ♦ Recommendation Received

09/11/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

09/19/2024 ♦ PPAC Approves Review Level

09/20/2024 ♦ Level 1 to Constituents and AS for Info Only

10/10/2024 ♦ BOT 1st Read

11/14/2024 ♦ BOT Final Approval

### Begin Recommendation for BP 2430 Delegation of Authority to the Chancellor

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. [The Board gives the Chancellor full authority to implement board policies and ensure effective operations and fulfillment of the institutional mission.](#)

The Chancellor may delegate any powers and duties entrusted to them by the Board (including the administration of colleges and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is empowered to develop administrative procedures for submittal to the board.

The Chancellor is expected to perform the duties contained in the Chancellor's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The Board, in consultation with the Chancellor, shall develop the job description and goals and objectives for performance.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be made available to all trustees.

The Chancellor is delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property, and shall update the Board in a timely manner.

**BP**

## 2430 Delegation of Authority to the Chancellor



Non 10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Torres ♦ Both BP & AP Exist

The Chancellor is delegated the authority to confer with District Counsel in addressing legal matters of the District with the exception of legal matters directly affecting the Board relationship with the Chancellor.

The Chancellor is delegated the authority to accept written resignations.

The Chancellor shall act as the professional advisor to the Board in policy formation.

### References:

Education Code Sections 70902(d) and 72400;  
ACCJC Accreditation Standards [IV.B.5](#), [IV.C.12](#), and [IV.D.1](#) (formerly [IV.B.1.j](#) and [IV.B.2](#)) 4.5

**End Recommendation for BP 2430 Delegation of Authority to the Chancellor**

**AP**

# 2430 Delegation of Authority to the Chancellor



Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ Both BP &amp; AP Exist

## Reasons for Review

- > Should SBCCD Adopt CCLC Good Practice AP?
- > Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

## Level 1 Review Schedule

- 07/03/2024 ♦ Recommendation Received
- 09/11/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
- 09/19/2024 ♦ PPAC Approves Review Level
- 09/20/2024 ♦ Level 1 to Constituents and AS for Info Only
- 10/10/2024 ♦ BOT 1st Read
- 11/14/2024 ♦ BOT Final Approval

## Begin Recommendation for AP 2430 Delegation of Authority to the Chancellor

The Chancellor may delegate any powers and duties entrusted to ~~him/her~~them by the Board (including the administration of colleges and centers) but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor shall be responsible for reasonable interpretation of board policy. In situations where there is no board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor delegates full responsibility and authority to the College Presidents to implement and administer delegated policies without interference and holds College Presidents accountable for the operation of the Colleges.

### References:

Education Code Section 70902;  
ACCJC Accreditation Standard 4.5

## End Recommendation for AP 2430 Delegation of Authority to the Chancellor

# BP 2715 Code of Ethics/Standards of Practice



Non 10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

## Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this policy to change a reference to the "Superintendent/President" to "[ CEO ]."

## Level 1 Review Schedule

07/03/2024 ♦ Recommendation Received

09/11/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

09/19/2024 ♦ PPAC Approves Review Level

09/20/2024 ♦ Level 1 to Constituents and AS for Info Only

10/10/2024 ♦ BOT 1st Read

11/14/2024 ♦ BOT Final Approval

## Begin Recommendation for BP 2715 Code of Ethics/Standards of Practice

~~(Replaces current SBCCD BP 2010)~~

The governing board functions effectively as a collective entity to promote the institution's values and mission and fulfill its fiduciary responsibilities. The governing board demonstrates an ability to self-govern in adherence to its bylaws and expectations for best practices in board governance.

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible ~~to~~ for establishing, ~~and~~ upholding, implementing and enforceing all laws and codes applying to the District. Given this basic charge, the activities and deliberations of the Board of Trustees will be governed by the following Code of Ethics:

Each member of the Board will:

- Avoid any situation that may constitute a conflict of interest and disqualify ~~him/her~~ ~~them~~self from participating in decisions in which ~~he or she~~ ~~they~~ ~~have~~ ~~has~~ a financial interest. Conflicts of interest may relate not only to the individual trustee but also to ~~his or her~~ ~~their~~ family and business associates, or transactions between the District and trustees, including hiring relatives, friends, and business associates as college employees.
- Recognize that the Board acts as a whole and that the authority rests only with the Board in a legally constituted meeting, not with individual members.
- Maintain confidentiality of all Board discussions held in closed session and recognize that deliberations of the Board in closed session are not to be released or discussed in public without the prior approval of the Board by majority vote, in compliance with BP 2315.
- As an agent of the public - entrusted with public funds - protect, advance, and promote the interest of all citizens maintaining independent judgment unbiased by private interests or special interest groups.

# BP 2715 Code of Ethics/Standards of Practice



Non 10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

- Ensure that the District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures or practices.
- In all decisions hold the educational welfare and equality of opportunity of the students of the District as ~~his or her~~ their primary concern; Board members should demonstrate interest in and respect for student accomplishments by attending student ceremonies and events.
- Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.
- Conduct all District business in open public meetings unless in the judgment of the Board, and only for those purposes permitted by law, it is appropriate to hold a closed session.
- Enhance ~~his or her~~ their ability to function effectively as a trustee through devotion of time to study contemporary educational issues, as well as attendance at professional workshops and conferences on the duties and responsibilities of trustees.

Promote and maintain good relations with fellow Board members by:

- Respectfully working with other Board members in the spirit of harmony and cooperation and giving each member courteous consideration of ~~his or her~~ their opinion.
- Respecting the opinion of others and abiding by the principle of majority rule.

Promote an effective working relationship with the Chancellor and district staff by:

- Providing the responsibility, necessary authority, and support to effectively perform their duties.
- Referring complaints and/or criticisms through the appropriate channels as previously agreed upon by the Chancellor and the Board.

Be an advocate of the District in the community by encouraging support for and interest in the San Bernardino Community College District.

All Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct. A Board member may be subject to a resolution of censure by the Board should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board.

A complaint of trustee misconduct will be referred to the Board Executive Committee composed of the board chair, vice chair, and clerk. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Board's Code of Ethics as defined in policy. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Board for action.

Reference:

ACCJC Accreditation Standard ~~IV.C.11 (formerly IV.B.1.a, e, & h)~~ 4.6

**End Recommendation for BP 2715 Code of Ethics/Standards of Practice**



## 2731 Trustee Emeritus/Emerita/Emeriti



Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

### Reasons for Review

> Requested by Board Executive Committee.

### Level 1 Review Schedule

09/09/2024 ♦ Recommendation Received

09/11/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

09/19/2024 ♦ PPAC Approves Review Level

09/20/2024 ♦ Level 1 to Constituents and AS for Info Only

10/10/2024 ♦ BOT 1st Read

11/14/2024 ♦ BOT Final Approval

### Begin Recommendation for BP 2731 Trustee Emeritus/Emerita/Emeriti

The designation of trustee emeritus/a/i honors ~~an~~ former trustees who have made outstanding contributions to the District. This recognition fosters continued engagement with experienced leaders and enhances the District's ability to benefit from their institutional knowledge and community relationships. By granting trustee emeritus/a/i status, the District acknowledges the Board member's long-term service and leadership.

#### Process

Trustee emeritus/a/i status may be granted by unanimous vote of the Board, through formal adoption of a resolution, and is conferred upon former trustees who meet the criteria below. Any sitting Board member may submit a nomination for consideration to the Board Chair or Chancellor.

#### Criteria for Nomination

1. Served SBCCD for a minimum of eight consecutive years.
2. Served in a leadership role on behalf of the Board of Trustees.
3. Contributed significantly to the development of the District.
4. Provided meritorious service in representing SBCCD to the community.
5. Demonstrated a continuous commitment to strengthening educational opportunities for the community.
6. Officially left the Board within the past 12 months.

#### Privileges, Benefits & Courtesies

Emeritus/a/i status may confer privileges, benefits, and courtesies including, but not necessarily limited to:

1. An official certificate of Emeritus/a/i status signed by the Board Chair and Chancellor.
2. A District-issued card indicating Emeritus/a/i status thereby granting free or discounted rates for select District or College events.
3. Participation by invitation in public ceremonies of the District.
4. Library and Learning Resource Center privileges equivalent to those of current employees subject to District policy and administrative regulations.
5. Eligibility to participate by invitation in District professional development activities.
6. Parking privileges comparable to those of current employees subject to District policy and administrative regulations.
7. Continued use of District e-mail address subject to District policy and administrative regulations.

### End Recommendation for BP 2731 Trustee Emeritus/Emerita/Emeriti

# BP 5500 Standards of Student Conduct



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

- > Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.
- > Legal Update 42: The Service updated this policy to add legal citations.

## Level 3 Review Schedule

- 03/18/2024 ♦ Recommendation Received
- 04/08/2024 ♦ PPAC Approves Review Level
- 04/09/2024 ♦ Level 2 to Constituents and AS for Feedback
- 04/17/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 05/13/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 05/15/2024 ♦ AS Reviews Level 3 for Final Input
- 09/19/2024 ♦ PPAC Reviews Final AS Input
- 10/10/2024 ♦ BOT 1st Read
- 11/14/2024 ♦ BOT Final Approval

## Begin Recommendation for BP 5500 Standards of Student Conduct

*(Replaces current SBCCD BP 5500)*

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state laws and regulations.

The Chancellor shall establish procedures that clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

References:

Education Code Sections 66300, [and](#) 66301, [and](#) 76120;  
ACCJC Accreditation Standards [I.C.8 and 10 \(formerly II.A.7.b\)](#) 2

## End Recommendation for BP 5500 Standards of Student Conduct



# AP 5500 Standards of Student Conduct



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

> Chapter Lead Changes resulting from legal review of BP

## Begin Recommendation for AP 5500 Standards of Student Conduct

*(Replaces current SBCCD AP 5500)*

### Standards of Student Conduct

The District may impose discipline for the commission, or attempted commission, of the following types of violations by Students, or for aiding or abetting, inciting, conspiring, assisting, hiring or encouraging another person to engage in a violation of this Standards of Student Conduct, or for any violation of state or Federal law. Being under the influence of drugs and/or alcohol, or the existence of other psychological impairment does not excuse a violation of this Standards of Student Conduct.

1. Academic Misconduct. All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.
2. Alcohol. Manufacture, distribution, dispensing, possession, use, consumption or sale of, or the attempted manufacture, distribution, dispensing, distribution, consumption or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, District policy, administrative procedures, or campus regulations.
3. Assault/Battery. Assault, battery, or any threat of force or violence upon a Student or upon any Member of the District Community. This includes, but is not limited to:
  1. Inflicting bodily harm upon any Member of the District Community;
  2. taking any action for the purpose of inflicting bodily harm upon any Member of the District Community;
  3. taking any reckless, but not accidental action, from which bodily harm could result to any Member of the District Community;
  4. Causing a Member of the District Community to believe that the offender or their agent may cause bodily harm to that person or any member of their family or any other Member of the District Community;
  5. Inflicting or attempting to inflict bodily harm on oneself.
4. Bias. Bias-related incidents are behavior that constitutes an expression of hostility against a person or property or another due to the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age, marital status, political affiliation, or disability. These acts or behaviors may not rise to the level of a crime, or a violation of state or federal law, but may constitute to creating an unsafe, negative, or unwelcome environment for the targeted person.
- 4-5. Bullying. Defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.
6. Continued Misconduct or Repeat Violation. Repeated misconduct or violations of this Policy, when other means of correction have failed to bring about proper conduct.
- 5-7. Cyber Bullying. Defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.
- 6-8. Dating Violence. Violence committed by a member of the District Community who is, or has been, in a social relationship of a romantic or intimate nature with the victim.
- 7-9. Destruction of Property. The damaging, destroying, defacing, or tampering with District Property or the property of any person or

# AP 5500 Standards of Student Conduct



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business on District Property or at a District function, including but not limited to, taking down, defacing, or otherwise damaging District authorized posters, handbills and/or notices posted on District property.

- 8-10. Discrimination. Unlawful discrimination against a person on the basis of race, ethnicity, color, religion, national origin, sex, age, disability, military or veteran status, gender identification, gender expression, marital status; sexual orientation, or genetic information, except where such distinction is authorized by law.
- 9-11. Dishonesty. All forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the District.
- 10-12. Disorderly or ~~lewd~~ Lewd conduct/Conduct. Engaging in disorderly or lewd, indecent or obscene behavior on District Property or at a District function.
- 14-13. Disruption of Educational Process. Destruction or disruption on or off District Property of the District educational process(es), including but not limited to interrupting, impeding, obstructing or causing the interruption or impediment of any class (regardless of modality), lab, administrative office, teaching, research, administration, disciplinary procedures, District activity or District authorized Student activity or administrative process or other District function; or disturbing the peace on District Property or at any District function.
- 12-14. Disruptive Behavior. Disruptive behavior, disobedience, profanity, vulgarity, or the open defiance of the authority of or abuse of District personnel, or which adversely ~~effects~~ affects the delivery of educational services to Students and the District Community.
- 13-15. Disturbing the Peace. Disturbing the peace and good order of the District by, among other things, fighting, quarreling, disruptive behavior, or participation in a disturbance of the peace or unlawful assembly.
- 14-16. Drugs. Unlawful or attempted manufacture, distribution, dispensing, possession, use, distribution or sale of, controlled substances, dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in state or federal statutes on District Property or at any District function. Possession of medicinal marijuana on District premises is prohibited.
- 15-17. Endangering the Welfare of Others. Violation of any state or federal law relating to the placing at risk of physical or emotional harm of a member of the District Community.
- 16-18. Failure to Appear. Failure to appear before a District official when directed to do so.
- 17-19. Failure to Comply or Identify. Failure to identify oneself to, or comply with the directions of, a District employee when requested.
- 18-20. Failure to Repay Debts or Return District Property. Failure to (a) repay debts to the District; (b) return District property; (c) return property of any member of the District Community.
- 19-21. False Report of Emergency. Knowingly and purposefully, causing, making, and/or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.
- 20-22. Forgery. Any forgery, alteration, or misuse of any District document, record, key, electronic device, or identification, or knowingly furnishing false information to a District official.
- 24-23. Fraud. Any attempt to steal, take, carry, lead, or take away the personal property of another, or who fraudulently appropriated property which has been entrusted to him/~~or~~ her/they, or who shall knowingly and designedly, by any false or fraudulent representation or pretense, defraud any other person of money, labor or property, or who causes or procures or obtains credit and thereby, or fraudulently gets or obtains possession of money, or property, or obtains the labor or service of another, is guilty of theft.
- 22-24. Gambling. Unauthorized gambling on District Property or at any District function.
- 23-25. Harassment/Bullying. A specific act, or series of acts, of a verbal or physical nature, including threats, intended to annoy, intimidate, pester, aggravate, irritate, dominate, ridicule, or cause fear to a member of the District Community, occurring within the jurisdiction of the District as set forth in Section 1.4.
- 24-26. Hateful Behavior. Hateful behavior aimed at a specific person or group of people.

# AP 5500 Standards of Student Conduct



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- 25-27. Hazing.** Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace which can inflict psychological or emotional harm to any Student or other person.
- 26-28. Infliction of Mental Harm.** (a) Inflicting mental harm upon any member of the District Community; (b) taking any action for the purpose of inflicting mental harm upon any Member of the District Community; (c) taking any reckless, but not accidental action, from which mental harm to Member of the District Community could result; (d) causing a Member of the District Community to believe that the Student or their agent may cause mental harm to that person or any member of their family or any other member of the District Community; (e) any act which purposefully demeans, degrades, or disgraces any person.
- 27-29. Library Materials.** Cutting, defacing, or otherwise damaging or theft of college library or bookstore materials or property.
- AB. **Misrepresentation.** A false statement or representation based upon the intentional disregard of false or possibly false information, or knowingly entering into a transaction based upon false information, or misrepresenting oneself to be an agent, employee, or representative of the District or its colleges.
- AC. **Misuse of Identification.** Transferring, lending, borrowing, altering or unauthorized creation of identification.
- AD. **Possession of Stolen Property.** Possession of District Property, or the property of any other person, when the Student knows or reasonably should know, that the property was stolen.
- AE. **Possession of Weapons.** Unauthorized possession, use, storage, or manufacture of explosives, dangerous chemicals, firebombs, firearms, or other destructive devices or weapons as defined in Section K of Appendix A.
- AF. **Public Intoxication.** Public intoxication or being under the influence of alcoholic beverages, any illegal narcotics, or any substance that causes impairment on District/College Property or at any District/College function.
- AG. **Sexual Harassment.** Sexual harassment against a member of the District Community. Sexual harassment is defined as (a) unwelcome verbal harassment, e.g., epithets, derogatory comments, or slurs; (b) physical harassment, e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual; (c) visual forms of harassment, e.g., derogatory posters, cartoons, or drawings; (d) unwelcome sexual advances, requests for sexual favors; or (e) an intimidating, hostile, or offensive environment. "Unwelcome conduct" is defined as conduct which the member of the District Community does not solicit or initiate, and which the person regards as undesirable or offensive.
- AH. **Sexual Misconduct.** ~~Com~~Comprises a broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, is a form of Sexual Misconduct under this Procedure. Sexual Misconduct is any form of gender-based harassment, including, but not limited to, sexual harassment, sexual assault, and sexual exploitation, as well as harassment based on gender identity, gender expression, and non-conformity with gender stereotypes. Sexual misconduct may also include acts of a sexual nature, including acts of stalking, domestic violence, and dating violence, intimidation, or for retaliation following an incident where alleged Sexual Misconduct or has occurred. Sexual Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity and can occur between people of the same or different sex or gender.
- AI. **Serious Injury or Death.** Any intentional, unintentional or reckless action or conduct which results in serious injury or death to a Member of the District Community or their family.
- AJ. **Smoking.** Smoking in an area where smoking has been prohibited by law or regulation of the District.
- AK. **Stalking.** Stalking behavior in which a Student repeatedly engages in the course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for ~~his or her~~their safety, or the safety of ~~his/her/ or their/her~~ family; where the threat is reasonably determined by the College Conduct Officer to create substantial emotional distress, torment, create fear, or to terrorize the person.
- AL. **Sexual Stalking.** The course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer substantial emotional distress due to another's sexual interest or gender-based stalking. Stalking involves repeated and continued harassment of a sexual or gender-based nature, against the expressed consent of another individual, which causes the targeted

# AP 5500 Standards of Student Conduct



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individual to feel emotional distress, including fear or apprehension. Such stalking behaviors may include: pursuing or following; unwanted communication or contact—including face-to-face encounters, telephone calls, voice messages, electronic messages, web-based messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.

- AM. Theft or Abuse of District's Computers or Electronic Resources. Theft or abuse of District computers and other District electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others, and with the operation of a computer and electronic communications facilities, systems, and services. Theft or attempted theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.
- AN. Theft or Conversion of Property. Theft or conversion of District Property or services, or the property of any person or business on District Property or at a District function, or possession of any property when the Student had the knowledge or reasonably should have had knowledge that it was stolen.
- AO. Trespass and Unauthorized Possession. Unauthorized or forcible trespass on, entry to, possession of, receipt of, or use of any District services, grounds, equipment, resources, properties, structures, vehicles, boats, water craft or facility, including the unauthorized use of District's name, insignia, or seal without permission or authorization.
- AP. Unauthorized Recording. Recording any person on District Property or at any District function without that person's knowledge or consent. This definition shall not apply to recordings conducted in public, in a commonly recognized public forum.
- AQ. Unauthorized Use of Course or Copyrighted Materials. Students of the District will abide by all aspects of United States copyright law, Title 17 of the United States Code, to the extent possible, under the authoritative interpretation of the law. Students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine. In addition, Students shall not sell, prepare, or distribute for any commercial purpose any course lecture notes or video or audio recordings of any course unless authorized by the District in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a Student is a violation of these Policies whether or not it was the Student or someone else who prepared the notes or recordings. Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a District course unless authorized by the District in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).
- AR. Unauthorized Use of District Keys. Unauthorized use, distribution, duplication or possession of any keys issued for any building, laboratory, facility, room, or other District Property.
- AS. Unauthorized Use of Electronic Devices. Unauthorized use of an electronic device on District property or at any District function, including but not limited to, classes, lectures, labs, and field trips.
- AT. Unauthorized Use of Property or Services. Unauthorized use of property or services or unauthorized possession of District Property or the property of any other person or business.
- AU. Unreasonable Demands. Placing repeated, hostile, or unreasonable demands on District staff.
- AV. Unwelcome Conduct: ~~conduct~~ Conduct of a sexual, gender-based, or harassing nature, which is considered unwelcome if a person did not request or invite it, and considered the conduct to be unwelcome, undesirable, or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), hazing, bullying, or other conduct that may be physically or psychologically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, or directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.
- AW. Violation of Driving Regulations. Driving unsafely on District property or while taking part in any District function, or repeated violation of District parking regulations.
- AX. Violation of Health & Safety Regulations. Violation of any health, safety or related regulations, rule or ordinance on District property or at any District function.
- AY. Violation of Law. Violation of any federal, state or local law on District property, at a District function or involving a member of the District Community.

# AP 5500 Standards of Student Conduct



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AZ. Violation of Posted District Rules. Violation of any rule or regulation posted on District property by the District or the College, or printed in any District publication.

BA. Violation of Published Computer/Network Usage Policy(s), Procedures, or Guidelines.

1. Accessing and/or without permission altering, damaging, deleting, destroying, or otherwise using any data, computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
2. Accessing and/or without permission taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
3. Using or causing to be used District computer services without permission.
4. Accessing and/or without permission adding, altering, damaging, deleting, or destroying any data, computer software, or computer programs which reside or exist internal or external to a computer, computer systems, or computer network belonging to or used by the District or any Member of the District Community.
5. Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
6. Providing or assisting in providing a means of accessing, without permission, a computer, computer, system, or computer network belonging to or used by the District or any Member of the District Community.
7. Accessing or causing to be accessed without authorization any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
8. Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
9. Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
10. Using any account or password without authorization.
11. Allowing or causing to be used an account number or password by any other person without authorization.
12. Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing a pornographic website which is part of the instructional process or assignment for a class the Student is currently enrolled in.
13. Use the District's systems or networks for commercial purposes; for example, by performing work for profit with District resources in a manner not authorized by the district.
- ~~13-14.~~ "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.
- ~~14-15.~~ Inappropriate Usage of Social Media. Using social media to harass, intimidate, or threaten other individuals. Usage of social media that will have indirect or direct impact on an individual or interference with the educational process.

## References:

Education Code Sections 66300, [and 66301](#), ~~66302, 72122, and 76030-76038~~;  
ACCJC Accreditation Standard ~~1.C.8 and 10.2~~

**End Recommendation for AP 5500 Standards of Student Conduct**

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Annual Military Equipment Report

### **RECOMMENDATION**

It is recommended that the Board of Trustees vote to renew Resolution No. 2023-11-09-HR01, which approved and adopted a Military Equipment Use Policy on November 9, 2023.

### **OVERVIEW**

On November 9, 2023, the San Bernardino Community College District's Board of Trustees adopted Resolution No. 2023-11-09-HR01, adopting a Military Equipment Use Policy ("Policy") under Assembly Bill 481 ("AB 481"). The San Bernardino Community College District Police Department ("SCCCDPD") has maintained the military equipment in accordance with the Policy. This Annual Military Equipment Report ("Annual Report") has been prepared in accordance with CA Government Code section 7072(a). The SCCCDPD shall host a community engagement meeting on December 11, 2024.

### **ANALYSIS**

This board item makes public the proposal to discuss and renew Resolution No. 2023-11-09-HR01 in accordance with AB 481.

### **SBCCD PD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



**San Bernardino Community College District Police Department**  
**Annual Military Equipment Report**

On November 9, 2023, the San Bernardino Community College District's Board of Trustees adopted Resolution No. 2023-11-09-HR01, adopting a Military Equipment Use Policy ("Policy") under Assembly Bill 481 ("AB 481"). Since then, the San Bernardino Community College District Police Department ("SCCCDPD") has successfully maintained the military equipment in accordance with the Policy. This Annual Military Equipment Report ("Annual Report") has been prepared in accordance with CA Government Code section 7072(a). The SCCCDPD shall host a community engagement meeting on December 11, 2024.

The following constitutes SBCCDPD's Annual Report:

**Firearms:** Colt Semiautomatic Patrol Rifles and Remington 870 Bean Bag Shotguns.

**Use/Purpose of Use:** None (Not Used)

**Complaints/Concerns:** None

**Internal Audit Results and Response:** None

**Total Annual Cost (including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs; and from what source funds will be provided for the military equipment in the calendar year following submission of this Annual Report):**

\$500.00 / year on cleaning supplies

\$500.00 / year on parts and other miscellaneous supplies

\$1200.00 / year for the maintenance of (8) Colt Semiautomatic Patrol Rifle

\$300.00 / year for the maintenance of (2) Remington 870 Bean Bag Shotguns

\$ 300.00 / update training for department armorers for weapon maintenance

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Total Annual Cost Estimate: \$2,800.00

Funding Source: General Budget, Police Department – Equipment/Furniture, Object Code 6400

**Quantity Possessed:** Eight (8) Colt Semiautomatic Patrol Rifles and Two (2) Remington 870 Bean Bag Shotguns.

**Intent to Acquire Additional Equipment in 2024:** The SCCCDPD does not intend to acquire additional equipment in 2024.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Kevin Horan, President, CHC

**PREPARED BY:** Dr. Keith Wurtz, Vice President, Instruction, CHC

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Approval of Curriculum - CHC

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the CHC curriculum modifications.

### **OVERVIEW**

The courses, certificates, and degrees at CHC are continually being revised and updated to reflect and meet student needs.

### **ANALYSIS**

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in 2024-2025 College Catalog.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

None.





<b>NEW COURSE</b>
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COURSE ID	COURSE TITLE
AH 102	Nursing Pharmacology
DISCIPLINE:	Allied Health
DEPARTMENT:	Allied Health Services
CATALOG DESCRIPTION:	Instruction in concepts and application of pharmacological principles. The focus of the course will be on pharmacokinetics, pharmacodynamics, drug classifications, principles and procedures of medication administration, mathematical systems and conversions, dosage calculation, and medical and legal responsibilities of the health care professional.
SCHEDULE DESCRIPTION:	Instruction in concepts and application of pharmacological principles. The focus of the course will be on pharmacokinetics, pharmacodynamics, drug classifications, principles and procedures of medication administration, mathematical systems and conversions, dosage calculation, and medical and legal responsibilities of the health care professional.
STUDENT LEARNING OUTCOMES:	New
UNITS:	3
CONTACT HOURS:	48-54
RATIONALE:	This course is designed for Allied Health and nursing students to become familiar with drug use and therapy needed to practice as a healthcare professional. This course is designed for students to solve basic dosage calculation problems needed in Healthcare as well as have a general understanding of pharmacology and medication administration. This course is necessary to provide basic pharmacological knowledge and skills to meet the entry level competencies described by the Board of Vocational Nursing and Psychiatric Technicians for LVNs. This course is a pre-requisite to the LVN program at Crafton Hills College.
EQUATE:	Does not Currently Equated with SBVC
EFFECTIVE:	Spring 2025

COURSE ID	COURSE TITLE
CNA/N 650	Phlebotomy Technician I Theory
DISCIPLINE:	Certified Nursing Assistant Non Credit
DEPARTMENT:	Allied Health Services

CATALOG DESCRIPTION:	This noncredit course provides theoretical and laboratory preparation for entry-level certification as a phlebotomy technician; includes overview of federal and state regulations governing clinical laboratories; focuses on vascular anatomy and physiology and performance of venipuncture and dermal puncture techniques, describes additional responsibilities of phlebotomy technicians as members of the health care team; requires demonstration of skill competency.
SCHEDULE DESCRIPTION:	This noncredit course provides theoretical and laboratory preparation for entry-level certification as a phlebotomy technician; includes overview of federal and state regulations governing clinical laboratories; focuses on vascular anatomy and physiology and performance of venipuncture and dermal puncture techniques, describes additional responsibilities of phlebotomy technicians as members of the health care team; requires demonstration of skill competency.
STUDENT LEARNING OUTCOMES:	New
UNITS:	Non-Credit
RATIONALE:	This course has never been offered and will increase employment opportunities for several of the Allied Health and Nursing programs currently offered.
EQUATE:	Not Currently Equated with SBVC
EFFECTIVE:	2025 Spring

COURSE ID	COURSE TITLE
CNA/N 651	Phlebotomy Technician I Clinical
DISCIPLINE:	Certified Nursing Assistant Non-Credit
DEPARTMENT:	Business and Economics
CATALOG DESCRIPTION:	This program is designed to fulfill the clinical training requirements to become a Certified Phlebotomy Technician I (CPTI) for the State of California. Upon meeting the admission requirements, satisfactorily completing the didactic and externship portions of the program and receiving a passing grade on an approved national certifying exam plus certification from such agency, the student will be able to apply for a CPTI license from the Laboratory Field Services, California Department of Health Services. The class is taught through lectures, class exercises (basic and advanced), and clinical experiences at local externship sites (practical). Students will be trained to perform a variety of blood collection methods using the proper techniques. These methods include the evacuated tube system, syringe collection, winged infusion collection, and capillary puncture on adults, children, and infants.
SCHEDULE	In this noncredit course students will be placed in a clinical setting in order to

DESCRIPTION:	complete a minimum of 40 hours of clinical training. Students will complete a minimum of 10 skin punctures and 50 venipunctures that fulfill all sampling requirements as set forth by the CA Department of Health. Students must complete a minimum of 60 hours of verified, supervised field experience and meet the required competencies through actual on-the-job performance in order to receive a certificate of completion. The student will practice skills learned in the didactic course.
REQUISITES:	Limitation on Enrollment (e.g. Performance tryout or audition): Prior to beginning of clinical laboratory component, requires evidence of current CPR certification and titers, and medical clearance from healthcare provider to be on file in the department office.  Departmental Recommendation: The California Department of Health Services requires that applicants for certification as a phlebotomist have a high school diploma or equivalent and the ability to obtain and process official documents in English.
STUDENT LEARNING OUTCOMES:	New
UNITS:	Non-Credit
RATIONALE:	This course has never been offered and will increase employment opportunities for several of the Allied Health and Nursing programs currently offered.
EQUATE:	Not Currently Equated with SBVC
EFFECTIVE:	Spring 2025

COURSE ID	COURSE TITLE
HEALTH 106	Drugs, Health & Society
DISCIPLINE:	Health Education
DEPARTMENT:	Kinesiology and Health
CATALOG DESCRIPTION:	Social, biological, and psychological factors of legal and illicit the major drugs associated with therapeutic and recreational use and and abuse in society. Drug Topics include drug use as a social problem, substance use disorder, theories and treatment of addiction, how drugs work, social and the health effects of drug use.
SCHEDULE DESCRIPTION:	This writing intensive course will require students to be proficient in communicating information in a logical, critical way, summarizing quantitative data that relates to drug use and drug related healthcare use. The course explores the social, economic, political and legal institutions and their influences on groups of people that are integral for understanding the modern drug landscape in the

	US.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	3
CONTACT HOURS:	48-54
RATIONALE:	<p>Drugs, health, and society is crucial in a public health program as it addresses the pervasive and complex issue of drug use and abuse, which has profound implications for individuals and communities. Understanding the scope of drug use and its health consequences, including addiction, overdose, and the transmission of infectious diseases, is essential for developing effective public health interventions. The course also explores the social determinants of health, such as poverty, education, and housing, that contribute to drug abuse, providing students with a comprehensive view of the issue's context. Economic considerations, including the substantial burden on healthcare systems and law enforcement, are also examined to inform better policy and resource allocation decisions. The class covers public health strategies for prevention and education, emphasizing the importance of evidence-based practices and outreach techniques to reduce drug use. Treatment and rehabilitation modalities are discussed, highlighting the need for effective recovery programs and support services. The legal and policy framework surrounding drug use, including harm reduction strategies like needle exchange programs and supervised injection sites offer insights into the development and impact of these policies. Ethical issues, such as balancing individual rights with public safety and addressing stigma, are addressed to help students navigate the complex moral landscape of drug-related public health work. Cultural sensitivity is emphasized, recognizing the diverse attitudes toward drugs across different communities and the necessity for adaptable public health approaches. The course also delves into the epidemiology of drug use, teaching students about data collection and analysis methods essential for tracking trends and evaluating interventions. By integrating knowledge from various disciplines such as psychology, sociology, criminology, and medicine, the class provides an interdisciplinary perspective that enriches students' understanding of drug use in society. This course is one of the required courses in the NEW AS-T degree.</p>
EQUATE:	Not Currently Equated with SBVC
EFFECTIVE:	Fall 2026

COURSE ID	COURSE TITLE
HEALTH 108	Cultural Humility and Competence in Health
DISCIPLINE:	Health Education
DEPARTMENT:	Kinesiology and Health
CATALOG DESCRIPTION:	Personal and societal health with special emphasis on cultural perspectives that influence health outcomes and disparities among historically underrepresented groups in the United States. With an emphasis on cultural humility toward multicultural practices, the course examines how culture, history, beliefs, traditions, and other social determinants intersect with health issues, health behaviors, medicine and healing practices, access to health care, and health equity.
SCHEDULE DESCRIPTION:	This course provides an introduction to health inequities, disparities and lack of health literacy in the United States. Students will explore how education, socioeconomic status, racism and gender impact health outcomes, access to health care, and policy development. Students will analyze public health issues with cultural humility and for advocating for social justice in health.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	3
CONTACT HOURS:	48-54
RATIONALE:	This course is one of the required courses in the new AS-T in Public Health section B. The course can meet a requirement but is not explicitly required.
EQUATE:	Not Currently Equated with SBVC
EFFECTIVE:	Fall 2026

<b>COURSE MODIFICATION</b>
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COURSE ID	COURSE TITLE
COMM C1000	Introduction to Public Speaking
CATALOG DESCRIPTION:	In this course, students learn and apply foundational rhetorical theories and techniques of public speaking in a multicultural democratic society. Students discover, develop, and critically analyze ideas in public discourse through research, reasoning, organization, composition, delivery to a live audience and evaluation of various types of speeches, including informative and persuasive

	speeches.
SCHEDULE DESCRIPTION:	Introductory study and training in public communication.
REQUISITES:	Departmental Recommendation: ENGL C1000
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	<ol style="list-style-type: none"> <li>1. COMM C1000 is a core class for communication studies majors and a class often required of non-majors; as such, it is an integral part of a comprehensive communication studies program.</li> <li>2. This course is associate degree applicable, fulfills a general education requirement for the associate degree and is a requirement for students earning an AA-T degree in communication studies.</li> <li>3. This course transfers to UC and CSU and upon approval will fulfill the Cal-GETC general education requirements in Subject Area 1C, Oral Communication.</li> <li>4. This course provides students from all majors and programs the opportunity to develop the public speaking and other oral communication skills necessary to secure employment and advance within their chosen fields.</li> </ol>
EQUATE:	Course Equates with a COMM C1000 at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
COMM C1000H	Introduction to Public Speaking - Honors
CATALOG DESCRIPTION:	In this course, students learn and apply foundational rhetorical theories and techniques of public speaking in a multicultural democratic society. Students discover, develop, and critically analyze ideas in public discourse through research, reasoning, organization, composition, delivery to a live audience and evaluation of various types of speeches, including informative and persuasive speeches. This is an honors course.
SCHEDULE DESCRIPTION:	Introductory study and training in public speaking. This course includes content and experiences appropriate for students wishing to earn honors credit.
REQUISITES:	Prerequisite: Acceptance into the College Honors Institute Departmental Recommendation: ENGL C1000

STUDENT LEARNING OUTCOMES:	New
RATIONALE:	CCN Update
EQUATE:	Course Equates with a COMM C1000H at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
EMS 022	Basic Life Support for Emergency Medical Technician - EMT
REQUISITES:	Corequisite: EMS-020 Emergency Medical Technician - EMT EMS-021 Preventing Disease Transmission for Emergency Medical Technician-EMT EMS-023 Hazardous Materials First Responder Awareness for Emergency Medical Technician-EMT Prerequisite: Enrollment into EMS 020
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	Six-year Revision Course has been audited by program director and only change was made to enrollment number. The current curriculum is still valid. This course functions under 2020 AHA guidelines. No curriculum changes needed.
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
EMS 067	Electronic Patient Care Reporting- Field
STUDENT LEARNING OUTCOMES:	New
REQUISITES:	Corequisite: EMS 020
RATIONALE:	Need to adjust course lab hours per title 22 standards and current availability of field shift rotations.
UNITS:	1.5

CONTACT HOURS:	40-45
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
ENGL C1000	Academic Reading and Writing
CATALOG DESCRIPTION:	In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research.
SCHEDULE DESCRIPTION:	In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research.
STUDENT LEARNING OUTCOMES:	New
REQUISITES:	Prerequisite: College-level composition (ENGL C1000/ ENGL C1000H/ ENGL C1000E/C-ID ENGL 100) or equivalent.
RATIONALE:	Common Course Numbering Update.
EQUATE:	Course Equates with ENGL C1000 at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
ENGL C1000H	Academic Reading and Writing - Honors
CATALOG DESCRIPTION:	In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. This is an honors course.
SCHEDULE DESCRIPTION:	In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. This is an honors course.
STUDENT LEARNING OUTCOMES:	New



REQUISITES:	Acceptance into the Crafton Hills College Honors Program
RATIONALE:	Common Course Numbering Update.
EQUATE:	Course Equates with ENGL C1000H at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
ENGL C1001	Critical Thinking and Writing
CATALOG DESCRIPTION:	In this course, students receive instruction in critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms, using primarily non-fiction texts, refining writing skills and research strategies developed in ENGL C1000 Academic Reading and Writing (or C-ID ENGL 100) or similar first-year college writing course.
SCHEDULE DESCRIPTION:	In this course, students receive instruction in critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms, using primarily non-fiction texts, refining writing skills and research strategies developed in ENGL C1000 Academic Reading and Writing (or C-ID ENGL 100) or similar first-year college writing course.
STUDENT LEARNING OUTCOMES:	New
REQUISITES:	Prerequisite: ENGL C1000 College-level composition (ENGL C1000/ ENGL C1000H/ ENGL C1000E/C-ID ENGL 100) or equivalent.
RATIONALE:	Common Course Numbering Update.
EQUATE:	Course Equates with ENGL C1001 at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
ENGL C1001H	Critical Thinking and Writing - Honors
CATALOG DESCRIPTION:	In this course, students receive instruction in critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms, using primarily non-fiction texts, refining writing skills and research strategies developed in ENGL C1000 Academic Reading and Writing (or C-ID ENGL

	100) or similar first-year college writing course. This is an honors course.
SCHEDULE DESCRIPTION:	In this course, students receive instruction in critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms, using primarily non-fiction texts, refining writing skills and research strategies developed in ENGL C1000 Academic Reading and Writing (or C-ID ENGL 100) or similar first-year college writing course. This is an honors course.
STUDENT LEARNING OUTCOMES:	New
REQUISITES:	Prerequisite: College-level composition (ENGL C1000/ ENGL C1000H/ ENGL C1000E/C-ID ENGL 100) or equivalent Acceptance into the College Honors Institute
RATIONALE:	Common Course Numbering Update.
EQUATE:	Course Equates with ENGL C1001H at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
ENGL 108	World Drama I
CATALOG DESCRIPTION:	Survey of the history of theatre from its earliest origins in Ancient Egypt to the Elizabethan and Restoration periods in the 18th century. Focus on important plays, playwrights and the development of theatre practices and techniques in relationship to cultural, political, and social conditions of the time. The study of play's structure, plot, character, and historical relevance. This course is offered as THART 108 and ENGL 108.
SCHEDULE DESCRIPTION:	Survey of the history of theatre from its earliest origins in Ancient Egypt to the Elizabethan and Restoration periods in the 18th Century.
STUDENT LEARNING OUTCOMES:	No Changes
EQUATE:	Not currently equated with SBVC
RATIONALE:	Six Year Revision
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
ENGL 109	World Drama II
CATALOG DESCRIPTION:	Survey of the history of the theatre from the 1700's to the present. Focus on important plays, playwrights, and techniques of theater presentation. This course is offered as THART 109 and ENG 109.
SCHEDULE DESCRIPTION:	Survey of the history of the theatre from the 1700's to the present.
STUDENT LEARNING OUTCOMES:	No Changes
EQUATE:	Not currently equated with SBVC
RATIONALE:	Six Year Revision
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
HEALTH 104	Introduction to Public Health
CATALOG DESCRIPTION:	From a population-based perspective, the factors influencing health and disease focused on basic concepts and terminologies of public health and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions and an in-depth examination of the core public health disciplines are covered. Topics will include history, health promotion, determinants of health and burden of disease, legal and ethical issues, epidemiology of communicable and non-communicable disease, environmental health, community organizing and health promotion programming, environmental health and safety, global health, healthcare policy, management, and career opportunities in public health.
SCHEDULE DESCRIPTION:	From a population-based perspective, the factors influencing health and disease focused on basic concepts and terminologies of public health and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions and an in-depth examination of the core public health disciplines are covered. Topics will include history, health promotion, determinants of health and burden of disease, legal and ethical issues, epidemiology of communicable and non-communicable disease, environmental health, community organizing and health promotion programming, environmental health and safety, global health, healthcare policy, management, and career opportunities in public health.
STUDENT LEARNING	NEW

OUTCOMES:	
RATIONALE:	The California Community Colleges Chancellor's Office (CCCCO) released a memo in August 2023 about a substantive change to the Public Health Transfer Model Curriculum (TMC), including the Introduction to Public Health course. This course is part of a public health program at Crafton Hills College that is being updated to align with current accreditation standards and CSU transfer requirements. Updating the existing introduction to public health (HEALTH 104) to PH101 is justified to ensure that the curriculum remains relevant, responsive to current events and emerging trends, and aligned with accreditation standards and best practices. By incorporating new research, technologies, interdisciplinary perspectives, and stakeholder feedback, instructors can provide students with a comprehensive and up-to-date foundation in public health that prepares them for success in the field
EQUATE:	Course Equates with HEALTH 100 at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
MATH 106	Mathematical Concepts for Elementary School Teachers - Number Systems
STUDENT LEARNING OUTCOMES:	No Change
EQUATE:	Not currently equated with SBVC
RATIONALE:	Six year review and DE
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
POLS C1000	American Government and Politics
CATALOG DESCRIPTION:	This course is an introduction to government and politics in the United States and California. Students examine the constitutions, structure, and operation of governing institutions, civil liberties and civil rights, political behaviors, political issues, and public policy using political science theory and methodology.
SCHEDULE DESCRIPTION:	This course is an introduction to government and politics in the United States and California. Students examine the constitutions, structure, and operation of governing institutions, civil liberties and civil rights, political behaviors, political

	issues, and public policy using political science theory and methodology.
STUDENT LEARNING OUTCOMES:	No Changes
REQUISITES:	Departmental Recommendation: Successful completion of ENGL C1000 or ENGL C1000H
RATIONALE:	Common Course Numbering Update.
EQUATE:	Course Equates with POLS C1000 at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
POLS C1000H	American Government and Politics - Honors
CATALOG DESCRIPTION:	This course is an introduction to government and politics in the United States and California. Students examine the constitutions, structure, and operation of governing institutions, civil liberties and civil rights, political behaviors, political issues, and public policy using political science theory and methodology. This is an honors course.
SCHEDULE DESCRIPTION:	This course is an introduction to government and politics in the United States and California. Students examine the constitutions, structure, and operation of governing institutions, civil liberties and civil rights, political behaviors, political issues, and public policy using political science theory and methodology. This is an honors course.
STUDENT LEARNING OUTCOMES:	No Changes
REQUISITES:	Prerequisite: Acceptance into the College Honors Institute
RATIONALE:	Common Course Numbering Update.
EQUATE:	Course Equates with POLS C1000H at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
PSYC C1000	Introduction to Psychology
CATALOG DESCRIPTION:	This course is an introduction to psychology, which is the study of the mind and behavior. Students focus on theories and concepts of biological, cognitive, developmental, environmental, social, and cultural influences; their applications; and their research foundations.
SCHEDULE DESCRIPTION:	This course is an introduction to psychology, which is the study of the mind and behavior. Students focus on theories and concepts of biological, cognitive, developmental, environmental, social, and cultural influences; their applications; and their research foundations.
STUDENT LEARNING OUTCOMES:	No changes
REQUISITES:	Departmental Recommendation: ENGL C1000 Eligibility for STAT C1000
RATIONALE:	Common Course Numbering Update.
EQUATE:	Course equates with PSYC C1000 at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
PSYC C1000H	Introduction to Psychology - Honors
CATALOG DESCRIPTION:	This course is an introduction to psychology, which is the study of the mind and behavior. Students focus on theories and concepts of biological, cognitive, developmental, environmental, social, and cultural influences; their applications; and their research foundations. This is an honors course
SCHEDULE DESCRIPTION:	This course is an introduction to psychology, which is the study of the mind and behavior. Students focus on theories and concepts of biological, cognitive, developmental, environmental, social, and cultural influences; their applications; and their research foundations. This is an honors course
STUDENT LEARNING OUTCOMES:	No changes
REQUISITES:	Prerequisite: Acceptance into the College Honors Institute Departmental Recommendation: Eligibility for ENGL C1000 and STAT C1000
RATIONALE:	Common Course Numbering Update.

EQUATE:	Course equates with PSYC C1000H at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
STAT C1000	Introduction to Statistics
REQUISITES:	Prerequisite: Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.
CATALOG DESCRIPTION:	This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines.
SCHEDULE DESCRIPTION:	This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines.
STUDENT LEARNING OUTCOMES:	No changes
RATIONALE:	CCN Update
EQUATE:	Course equates with STAT C1000 at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
STAT C1000H	Introduction to Statistics - Honors
REQUISITES:	Prerequisite: Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of

	intermediate algebra. Limitation on Enrollment (e.g. Performance tryout or audition): Acceptance into the College Honors Institute
CATALOG DESCRIPTION:	This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines. This is an honors course.
SCHEDULE DESCRIPTION:	This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines. This is an honors course.
STUDENT LEARNING OUTCOMES:	No changes
RATIONALE:	CCN Update
EQUATE:	Course equates with STAT C1000H at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
THART 108	World Drama I
CATALOG DESCRIPTION:	Survey of the history of theatre from its earliest origins in Ancient Egypt to the Elizabethan and Restoration periods in the 18th century. Focus on important plays, playwrights and the development of theatre practices and techniques in relationship to cultural, political, and social conditions of the time. The study of play's structure, plot, character, and historical relevance. This course is offered as THART 108 and ENGL 108.
SCHEDULE DESCRIPTION:	Survey of the history of theatre from its earliest origins in Ancient Egypt to the Elizabethan and Restoration periods in the 18th Century.
RATIONALE:	Six Year Revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025



COURSE ID	COURSE TITLE
THART 109	World Drama II
CATALOG DESCRIPTION:	Survey of the history of the theatre from the 1700's to the present. Focus on important plays, playwrights, and techniques of theater presentation. This course is offered as THART 109 and ENG 109.
SCHEDULE DESCRIPTION:	Survey of the history of the theatre from the 1700's to the present.
EQUATE:	Not currently equated with SBVC
RATIONALE:	Six Year Revision
EFFECTIVE:	Fall 2025

NEW PROGRAM
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## ASSOCIATE IN SCIENCE FOR TRANSFER IN PUBLIC HEALTH SCIENCE Crafton - AS-T

### *Required Courses*

	30.0
HEALTH 104 Introduction to Public Health	3.0
HEALTH 102 Introduction to Health and Wellness	3.0
ANAT 150 Human Anatomy and Physiology I	4.0
ANAT 151 Human Anatomy and Physiology II	4.0
PSYCH 100 General Psychology	3.0
OR	

PSYCH 100H General Psychology - Honors	3.0
CHEM 150 General Chemistry I	5.0
BIOL 100 General Biology	4.0
MATH 110 Introduction to Probability and Statistics	4.0
OR MATH 110H Introduction to Probability and Statistics-Honors	4.0
OR PSYCH 120 Statistics for the Social and Behavioral Sciences	4.0
<i>List A (Select at least one)</i>	3.0-5.0
HEALTH 263 Nutrition and Health	3.0
OR HEALTH 263H Nutrition and Health-Honors	3.0
PSYCH 118 Human Sexual Behavior	3.0
SOC 100 Introduction to Sociology	3.0
OR	

SOC 100H Introduction to Sociology-Honors	3.0
ECON 200 Principles of Macroeconomics	3.0
OR ECON 200H Principles of Macroeconomics-Honors	3.0
ECON 201 Principles of Microeconomics	3.0
OR ECON 201H Principles of Microeconomics-Honors	3.0
COMMST 111 Interpersonal Communication	3.0
OR COMMST 111H Interpersonal Communication - Honors	3.0
COMMST 100 Elements of Public Speaking	3.0
OR COMMST 100H Elements of Public Speaking - Honors	3.0
MICRO 150 Medical Microbiology	5.0
	<b>Total: 33.0-35.0</b>
Program Goals and Objectives	

1. Identify factors influencing the public's health including factors such as nutrition, exercise, public policy, socioeconomics, and the environment.
2. Identify strategies and tactics that can be used to contribute to preventing health disparities and decreasing the leading causes of morbidity and mortality.
3. Make connections between the psychosocial, behavioral, biomedical and environmental aspects of human health.
4. Prepare for transfer into advanced studies in the health sciences.
5. Identify the multiple pathways and careers that one can pursue in the realm of Public Health.

### **Rationale**

With the huge increases in cardiovascular disease, cancer, Alzheimer, diabetes and obesity there is a huge demand for practitioners in the field of Health who are interested in addressing these issues. Whether these people are working one on one with individuals or working at the local, community, state, federal or world-wide level, Public Health is a huge issue with ties to the economy, environment, politics, psychology, society and so many other facets. This degree will help to opens doors to entry-level careers in a wide variety of health-related agencies, medical centers, long-term care facilities, private and public health organizations, and local, state, and federal health departments. After completion of the AS-T in Public Health Science, transfer, and further education, additional career paths are possible including health educator, health care manager, nurse, physical therapist, exercise scientist, health instructor, physician, wellness coach, public health adviser, health informatics, and medical scientist. Whether students choose selective employment or further education, they have the opportunity to become the new generation of health professionals prepared to face the emerging challenges to human health.

**Effective: Spring 2025 – Pending CCCC Approval**

COURSE MODIFICATION - INFORMATIONAL	
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COURSE ID	COURSE TITLE
MATH 102	College Algebra for STEM
PREREQUISITES:	Eligibility for MATH 102 as determined through the Crafton Hills College assessment process or completion of Intermediate Algebra

RATIONALE:	Math 102 was originally submitted to 04/11/24 board. However, there was an update to the prerequisite.
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
MATH 107	College Algebra for non-STEM Majors
PREREQUISITES:	Eligibility for MATH 107 as determined through the Crafton Hills College assessment process or completion of Intermediate Algebra
RATIONALE:	Math 107 was originally submitted to 03/14/24 board. However, there was an update to the prerequisite.
EFFECTIVE:	Fall 2025

<b>DISTANT EDUCATION</b>
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COURSE ID:	AH 102	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Nursing Pharmacology	
RATIONALE:	This course is designed for Allied Health and nursing students to become familiar with drug use and therapy needed to practice as a healthcare professional. This course is designed for students to solve basic dosage calculation problems needed in Healthcare as well as have a general understanding of pharmacology and medication administration. This course is necessary to provide basic pharmacological knowledge and skills to meet the entry level competencies described by the Board of Vocational Nursing and Psychiatric Technicians for LVNs. This course is a pre-requisite to the LVN program at Crafton Hills College.	
EFFECTIVE:	Spring 2025	
EQUATE:	Not Currently Equated with SBVC	

COURSE ID:	COMM C1000	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Public Speaking	
RATIONALE:	CCN Update	
EFFECTIVE:	Fall 2025	
EQUATE:	Course Equates with COMM C1000 at SBVC	

COURSE ID:	COMM C1000H	PARTIALLY ONLINE
COURSE TITLE:	Introduction to Public Speaking - Honors	
RATIONALE:	CCN Update	
EFFECTIVE:	Fall 2025	
EQUATE:	Course Equates with COMM C1000H at SBVC	

COURSE ID:	EMS 067	FULLY ONLINE
COURSE TITLE:	Electronic Patient Care Reporting	
RATIONALE:	Need to adjust the course lab hours per title 22 standards and current availability of field shift rotations.	
EFFECTIVE:	Fall 2025	
EQUATE:	Not Currently Equated with SBVC	

COURSE ID:	ENGL 108	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	World Drama I	
RATIONALE:	Six Year Revision	
EFFECTIVE:	Fall 2025	
EQUATE:	Not Currently Equated with SBVC	

COURSE ID:	ENGL 109	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	World Drama II	
RATIONALE:	Six Year Revision	
EFFECTIVE:	Fall 2025	
EQUATE:	Not Currently Equated with SBVC	

COURSE ID:	ENGL C1000	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Academic Reading and Writing	
RATIONALE:	Update for CCN compliance	
EFFECTIVE:	Fall 2025	
EQUATE:	Course Equates with ENGL C1000 at SBVC	

COURSE ID:	ENGL C1000H	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Academic Reading and Writing - Honors	
RATIONALE:	Update for CCN compliance	
EFFECTIVE:	Fall 2025	
EQUATE:	Course Equates with ENGL C1000H at SBVC	

COURSE ID:	ENGL C1001	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Critical Thinking and Writing	
RATIONALE:	Update for CCN compliance	
EFFECTIVE:	Fall 2025	
EQUATE:	Course Equates with ENGL C1001 at SBVC	

COURSE ID:	ENGL C1001H	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Critical Thinking and Writing - Honors	
RATIONALE:	Update for CCN compliance	
EFFECTIVE:	Fall 2025	
EQUATE:	Course Equates with ENGL C1001H at SBVC	

COURSE ID:	HEALTH 104	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Public Health	
RATIONALE:	The California Community Colleges Chancellor's Office (CCCCO) released a memo in August 2023 about a substantive change to the Public Health Transfer Model Curriculum (TMC), including the Introduction to Public Health course. This course	

	is part of a public health program at Crafton Hills College that is being updated to align with current accreditation standards and CSU transfer requirements. Updating the existing introduction to public health (HEALTH 104) to PH101 is justified to ensure that the curriculum remains relevant, responsive to current events and emerging trends, and aligned with accreditation standards and best practices. By incorporating new research, technologies, interdisciplinary perspectives, and stakeholder feedback, instructors can provide students with a comprehensive and up-to-date foundation in public health that prepares them for success in the field.
EFFECTIVE:	Fall 2025
EQUATE:	Course Equates with HEALTH 100 at SBVC

COURSE ID:	HEALTH 106	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Drugs, Health & Society	
RATIONALE:	<p>Drugs, health, and society is crucial in a public health program as it addresses the pervasive and complex issue of drug use and abuse, which has profound implications for individuals and communities. Understanding the scope of drug use and its health consequences, including addiction, overdose, and the transmission of infectious diseases, is essential for developing effective public health interventions. The course also explores the social determinants of health, such as poverty, education, and housing, that contribute to drug abuse, providing students with a comprehensive view of the issue's context. Economic considerations, including the substantial burden on healthcare systems and law enforcement, are also examined to inform better policy and resource allocation decisions. The class covers public health strategies for prevention and education, emphasizing the importance of evidence-based practices and outreach techniques to reduce drug use. Treatment and rehabilitation modalities are discussed, highlighting the need for effective recovery programs and support services. The legal and policy framework surrounding drug use, including harm reduction strategies like needle exchange programs and supervised injection sites offer insights into the development and impact of these policies. Ethical issues, such as balancing individual rights with public safety and addressing stigma, are addressed to help students navigate the complex moral landscape of drug-related public health work. Cultural sensitivity is emphasized, recognizing the diverse attitudes toward drugs across different communities and the necessity for adaptable public health approaches. The course also delves into the epidemiology of drug use, teaching students about data collection and analysis methods essential for tracking trends and evaluating interventions. By integrating knowledge from various disciplines such as psychology, sociology, criminology, and medicine, the class provides an interdisciplinary perspective that enriches</p>	



	students' understanding of drug use in society. This course is one of the required courses in the NEW AS-T Degree.
EFFECTIVE:	Fall 2026
EQUATE:	Not Currently Equated with SBVC

COURSE ID:	HEALTH 108	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Cultural Humility and Competence in Health	
RATIONALE:	This course is one of the required courses in the new AS-T in Public Health section B. The course can meet a requirement but is not explicitly required.	
EFFECTIVE:	Fall 2026	
EQUATE:	Not Currently Equated with SBVC	

COURSE ID:	MATH 106	FULLY ONLINE/PARTIALLY ONLINE/ OPA
COURSE TITLE:	Mathematical Concepts for Elementary School Teachers – Number Systems	
RATIONALE:	Six year review and DE update	
EFFECTIVE:	Fall 2025	
EQUATE:	Not Currently Equated with SBVC	

COURSE ID:	POLS C1000	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	American Government and Politics	
RATIONALE:	CCN Update	
EFFECTIVE:	Fall 2025	
EQUATE:	Course Equates with POLS C1000 at SBVC	

COURSE ID:	POLS C1000H	EMERGENCY REMOTE INSTRUCTION/PARTIALLY ONLINE
COURSE TITLE:	American Government and Politics - Honors	
RATIONALE:	CCN Update	
EFFECTIVE:	Fall 2025	

EQUATE:	Course Equates with POLS C1000H at SBVC
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COURSE ID:	PSYC C1000	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Psychology	
RATIONALE:	CCN Update	
EFFECTIVE:	Fall 2025	
EQUATE:	Course Equates with PSYC C1000 at SBVC	

COURSE ID:	PSYC C1000H	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Psychology - Honors	
RATIONALE:	CCN Update	
EFFECTIVE:	Fall 2025	
EQUATE:	Course Equates with PSYC C1000 at SBVC	

COURSE ID:	RADIOL 090	FULLY ONLINE/PARTIALLY ONLINE/ ONLINE WITH IN-PERSON PROCTORED ASSESSMENTS
COURSE TITLE:	Survey of Radiologic Technology	
RATIONALE:	To better deliver the information to the students and open up more sections each semester to serve the students.	
EFFECTIVE:	Fall 2025	
EQUATE:	Not Currently Equated with SBVC	

COURSE ID:	STAT C1000	FULLY ONLINE/PARTIALLY ONLINE/ONLINE WITH IN-PERSON PROCTORED ASSESSMENTS
COURSE TITLE:	Introduction to Statistics	
RATIONALE:	CCN Updates	
EFFECTIVE:	Fall 2025	
EQUATE:	Course Equates with STAT C1000 at SBVC	

COURSE ID:	STAT C1000H	PARTIALLY ONLINE/ONLINE WITH IN-PERSON PROCTORED ASSESSMENTS
COURSE TITLE:	Introduction to Statistics - Honors	
RATIONALE:	CCN Updates	
EFFECTIVE:	Fall 2025	
EQUATE:	Course Equates with STAT C1000H at SBVC	

COURSE ID:	THART 108	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	World Drama I	
RATIONALE:	Six Year Revision	
EFFECTIVE:	Fall 2025	
EQUATE:	Not Currently Equated with SBVC	

COURSE ID:	THART 109	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	World Drama II	
RATIONALE:	Six Year Revision	
EFFECTIVE:	Fall 2025	
EQUATE:	Not Currently Equated with SBVC	

COURSE DELETIONS
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COURSE ID:	ENGL 104	
COURSE TITLE:	Writing the Research Narrative	
PREREQUISITE:	Eligibility for ENGL 101 as determined through CHC assessment process.	
RATIONALE:	Never Offered	
EFFECTIVE:	Fall 2025	

COURSE ID:	READ 925x2	
COURSE TITLE:	Introduction to Reading	
RATIONALE:	Never Offered	
EFFECTIVE:	Fall 2025	

COURSE ID:	READ 956x2
COURSE TITLE:	Intermediate Reading
RATIONALE:	Never Offered
EFFECTIVE:	Fall 2025

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Gilbert Contreras, President, SBVC

**PREPARED BY:** Dr. Dina Humble, Vice President, Instruction, SBVC

**DATE:** November 14, 2024

**SUBJECT:** Curriculum – SBVC

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the SBVC curriculum modifications.

### **OVERVIEW**

The courses, certificates, and degrees at SBVC are continually being revised and updated to reflect and meet student needs.

### **ANALYSIS**

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2025-2026 and 2026-2027 College Catalogs.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

### **FINANCIAL IMPLICATIONS**

None.



**SAN BERNARDINO VALLEY COLLEGE  
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL  
November 14, 2024**

**CONTENT REVIEW**

*No Changes to the College Catalog*

AERO 050	AERO 050L	AERO 051	AERO 051L	ANTHRO 100
ANTHRO 102	HEALTH 104	PHYSIC 152	PHYSIC 203	PHYSIC 204

**Rationale:** Content Review  
**Effective:** Fall 2025

**NEW COURSE**

*Addition to the 2025-2026 College Catalog*

**Course ID:** **AERO 601L**  
**Course Title:** Lab Studies in Aviation Maintenance Technology  
**Hours:** 48-54 hours per semester  
**Laboratory:** 48-54 hours per semester  
**Prerequisite/Corequisite:** AERO 050 or AERO 050L or AERO 051 or AERO 051L  
**Course Description:** This course provides additional laboratory instruction for students lacking mandated FAA projects to complete a training certificate.  
**TOP Code:** 0950.00  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2025

**NEW COURSE**

*Addition to the 2025-2026 College Catalog*

**Course ID:** **AERO 660**  
**Course Title:** Introduction to Drones/Uncrewed Aerial Systems (UAS)  
**Hours:** 112-126 hours per semester  
**Lecture:** 16-18 hours per semester  
**Laboratory:** 24-27 hours per semester  
**Course Description:** This course introduces students to a basic understanding of sUAS (small Uncrewed Aircraft Systems) also known as drones. This course offers a basic understanding of sUAS, including their operation, application, and the legal frameworks governing their use. Tailored for beginners with no prior experience and for professionals seeking to enhance their knowledge and skills in sUAS operations.  
**TOP Code:** 0950.00  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2025

## NEW COURSE

### *Addition to the 2025-2026 College Catalog*

<b>Course ID:</b>	<b>AERO 661</b>
<b>Course Title:</b>	Remote Pilot sUAS Part 107 Prep
<b>Hours:</b>	16-18 hours per semester
<b>Lecture:</b>	16-18 hours per semester
<b>Course Description:</b>	This noncredit course is designed to prepare students for the FAA's Part 107 exam. Commercial drone pilots must obtain a Remote Pilot Certificate to legally operate drones for commercial or for-profit purposes. This course will include detailed and in-depth explanation of FAA Part 107 regulations, airspace classification, operating requirements, and flight restriction. We will also cover weather and micrometeorology. Upon completion of this course, students will be prepared for the FAA exam and have a thorough understanding of the safe and responsible drone operation.
<b>TOP Code:</b>	0950.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2025

## NEW COURSE

### *Addition to the 2025-2026 College Catalog*

<b>Course ID:</b>	<b>BUSAD 616</b>
<b>Course Title:</b>	Everyday Essential Business Math Skills
<b>Hours:</b>	16-18 hours per semester
<b>Lecture:</b>	16-18 hours per semester
<b>Course Description:</b>	Everyday Essential Business Math Skills is a comprehensive introduction to the concepts and applications of mathematics to culturally diverse personal and commercial business problems. The noncredit course uses basic arithmetic and problem-solving techniques and illustrates their use in retailing, interest and loans, banking, payroll, taxes, investments, insurance, and a variety of other business dissimilar situations.
<b>TOP Code:</b>	0505.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2025

## NEW COURSE

### *Addition to the 2026-2027 College Catalog*

<b>Course ID:</b>	<b>CS 188</b>
<b>Course Title:</b>	Introduction to Artificial Intelligence (AI)
<b>Units:</b>	3
<b>Lecture:</b>	32-36 contact hours per semester
<b>Laboratory:</b>	48-54 contact hours per semester
<b>Prerequisite:</b>	CS 110 or CIT 100
<b>Course Description:</b>	This course introduces students to the fundamental concepts and applications of AI, including the various stages of AI project cycles. Moreover, the course will focus on the challenges and issues surrounding AI, such as ethics, bias, culture, regulations, and professional expectations. Students will have a solid understanding of the basics of AI and will be able to apply it to real-world scenarios.
<b>TOP Code:</b>	0706.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2026

## NEW COURSE

### *Addition to the 2026-2027 College Catalog*

<b>Course ID:</b>	<b>CS 189</b>
<b>Course Title:</b>	Introduction to Machine Learning
<b>Units:</b>	3
<b>Lecture:</b>	32-36 contact hours per semester
<b>Laboratory:</b>	48-54 contact hours per semester
<b>Prerequisite:</b>	CS 110 or CIT 100
<b>Course Description:</b>	This course will introduce you to the fundamental concepts and applications of Machine Learning, including data acquisition. Moreover, the course will focus on supervised and unsupervised learning and data modeling. By the end of this course, you will have a solid understanding of the basics of Machine Learning and will be able to apply it to real-world scenarios.
<b>TOP Code:</b>	0706.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2026

## NEW COURSE

### *Addition to the 2026-2027 College Catalog*

<b>Course ID:</b>	<b>FTVM 104</b>
<b>Course Title:</b>	Women in Cinema
<b>Units:</b>	3
<b>Lecture:</b>	48-54 hours per semester
<b>Course Description:</b>	This course offers a comprehensive exploration of the portrayal, influence, and representation of women in the realm of cinema. Through screenings, critical readings, and discussions, students will analyze the evolving roles of women both on and off the screen, spanning historical and contemporary contexts. From pioneering female filmmakers to iconic characters and shifting societal norms, students will examine how cinema reflects and shapes perceptions of gender, identity, and power dynamics. Through the lens of feminist film theory, students will critically engage with diverse cinematic works, exploring themes of agency, representation, and intersectionality. By the course's conclusion, students will gain a deeper understanding of the multifaceted contributions of women to the art of filmmaking and a heightened awareness of the ongoing challenges and opportunities for gender equity within the industry.
<b>TOP Code:</b>	0612.10
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2026

## NEW COURSE

### *Addition to the 2025-2026 College Catalog*

<b>Course ID:</b>	<b>PSYTCH 600</b>
<b>Course Title:</b>	Psychiatric Technician Skills Lab
<b>Hours:</b>	32-36 hours per semester
<b>Laboratory:</b>	32-26 hours per semester
<b>Limitation on Enrollment:</b>	Students must be enrolled in at least one other Psychiatric Technology course at San Bernardino Valley College or a recent graduate of the Psychiatric Technician program.
<b>Course Description:</b>	This noncredit class offers inclusive support to students by assisting them in understanding the course-specific content within the Psychiatric Technology program. The class is designed to accommodate diverse learning styles and needs, with activities such as dosage calculation practice, demonstrations, and



practice of essential psych tech skills and procedures. These activities help students develop competencies in various areas, including physical assessment, isolation techniques, oxygenation, wound care, urinary catheterization, medication administration, and other specialized medical and surgical skills. Instructional services are tailored to meet the needs of all students and may include supervised individual or group tutorials, computer-assisted instruction, and testing. Enrollment in this class is open to all students currently enrolled in the SBVC Psychiatric Technology program, ensuring equitable access to learning opportunities for all participants.

**TOP Code:** 1239.00  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2025

**COURSE MODIFICATION**  
*Changes to the 2025-2026 College Catalog*

COURSE ID	COURSE TITLE
AERO 052	AIRFRAME MAINTENANCE - STRUCTURES

**Prerequisite/Corequisite:** AERO 050 and AERO 050L or AERO 051 and AERO 051L  
**Corequisite:** AERO 052L  
**Equate:** Course not offered at CHC.  
**Rationale:** Updating requisites, objectives, content, assignments, and textbooks.  
**Effective:** Fall 2025

COURSE ID	COURSE TITLE
AERO 052L	AIRFRAME MAINTENANCE LABORATORY - STRUCTURES

**Prerequisite/Corequisite:** AERO 050 and AERO 050L or AERO 051 and AERO 051L  
**Corequisite:** AERO 052  
**Equate:** Course not offered at CHC.  
**Rationale:** Updating requisites, content, assignments, and textbooks.  
**Effective:** Fall 2025

COURSE ID	COURSE TITLE
AERO 053	AIRFRAME MAINTENANCE - SYSTEMS AND COMPONENTS

**Prerequisite/Corequisite:** AERO 050 and AERO 050L or AERO 051 and AERO 051L  
**Corequisite:** AERO 053L  
**Course Description:** This course provides training for the Airframe requirements of the Airframe Maintenance Technician Certificate and the Aviation Maintenance Technician Certificate. Topics of study include aircraft landing gear systems, aircraft hydraulic & pneumatic systems, environmental systems, water waste, aircraft instruments, communication/ navigation systems, aircraft electrical systems, ice & rain control systems and airframe fire protection systems.  
**Equate:** Course not offered at CHC.  
**Rationale:** Updating description, requisites, content, assignments, and textbooks.  
**Effective:** Fall 2025

COURSE ID	COURSE TITLE
AERO 053L	AIRFRAME MAINTENANCE LABORATORY - SYSTEMS AND COMPONENTS

**Prerequisite/Corequisite:** AERO 050 and AERO 050L or AERO 051 and AERO 051L  
**Corequisite:** AERO 053  
**Course Description:** This course provides training for the Airframe requirements of the Airframe Maintenance Technician Certificate and the Aviation Maintenance Technician Certificate. Topics of instruction include hydraulic systems, electrical circuits, and basic aircraft systems for power, landing, brakes warning instrumentation, auto pilot, cabin atmosphere control, ice and rain control, fire protection, communications and water/waste systems.  
**Equate:** Course not offered at CHC.  
**Rationale:** Updating description, requisites, content, assignments, and textbooks.  
**Effective:** Fall 2025

COURSE ID	COURSE TITLE
AERO 054	POWERPLANT MAINTENANCE - RECIPROCATING ENGINE OVERHAUL

**Prerequisite/Corequisite:** AERO 050 and AERO 050L or AERO 051 and AERO 051L  
**Corequisite:** AERO 054L  
**Equate:** Course not offered at CHC.  
**Rationale:** Updating requisites, content, assignments, and textbooks.  
**Effective:** Fall 2025

COURSE ID	COURSE TITLE
AERO 054L	POWERPLANT MAINTENANCE LABORATORY - RECIPROCATING ENGINE OVERHAUL

**Prerequisite/Corequisite:** AERO 050 and AERO 050L or AERO 051 and AERO 051L  
**Corequisite:** AERO 054  
**Equate:** Course not offered at CHC.  
**Rationale:** Updating requisites, content, assignments, and textbooks.  
**Effective:** Fall 2025

COURSE ID	COURSE TITLE
AERO 055	POWERPLANT MAINTENANCE - ACCESSORY OVERHAUL

**Prerequisite/Corequisite:** AERO 050 and AERO 050L or AERO 051 and AERO 051L  
**Corequisite:** AERO 055L  
**Equate:** Course not offered at CHC.  
**Rationale:** Updating requisites, content, assignments, and textbooks.  
**Effective:** Fall 2025

COURSE ID	COURSE TITLE
AERO 055L	POWERPLANT MAINTENANCE LABORATORY - ACCESSORY OVERHAUL

**Prerequisite/Corequisite:** AERO 050 and AERO 050L or AERO 051 and AERO 051L  
**Corequisite:** AERO 055  
**Equate:** Course not offered at CHC.  
**Rationale:** Updating requisites, content, assignments, and textbooks.  
**Effective:** Fall 2025

COURSE ID	COURSE TITLE
ANTHRO 102H	CULTURAL ANTHROPOLOGY - HONORS

**Prerequisite:** None  
**Equate:** ANTHRO 102H at CHC.  
**Rationale:** Updating requisites, outcomes, and textbooks.  
**Effective:** Fall 2026

COURSE ID	COURSE TITLE
ARCH 102	DIGITAL DESIGN MEDIA LEVEL I

**Course Description:** This course introduces students to the fundamentals of representing architectural design. The class focuses on architectural drawing conventions, and uses standard architectural software to draft, document, and represent a three-dimensional design through two-dimensional drawings. Attention is drawn to the relationship between technical and presentation drawings, and the course explores and analyzes architectural presentation principles and techniques. This class introduces students to Adobe CS and AutoCAD software.

**Equate:** Course not offered at CHC.  
**Rationale:** Updating description, outcomes, content, and assignments.  
**Effective:** Fall 2026

COURSE ID	COURSE TITLE
ARCH 103	ARCHITECTURAL RENDERING AND VISUAL COMMUNICATION

**Course Description:** This course serves as an introduction to three-dimensional digital modeling using three-dimensional software and focuses on how to visually communicate design intent through a series of architectural drawings and diagrams. Different types of renderings and three-dimensional views are introduced, and resulting projects are presented using layout software. This class introduces students to Adobe CS and three-dimensional software, including Revit and Rhino.

**Equate:** Course not offered at CHC.  
**Rationale:** Updating description, outcomes, content, and materials.  
**Effective:** Fall 2026

COURSE ID	COURSE TITLE
ARCH 106	SUSTAINABILITY IN THE BUILT ENVIRONMENT

**Course Description:** This course provides an interdisciplinary overview of sustainability theory and practice, focusing on their expression in the built environment from a humanities perspective. Drawing from philosophy, history, literature, aesthetics, religion, and cultural studies, this course examines how sustainability principles have guided the built environment throughout history and how different cultures across eras, geographies, and climatic regions have interpreted and implemented these strategies. Students will explore how sustainability is measured, valued, and understood by both Western and non-Western societies, including Indigenous cultures, through philosophical, ethical, and cultural lenses. Key topics include energy, infrastructure, environmental economics and policy, ethics, and cultural history.

**Equate:** Course not offered at CHC.  
**Rationale:** Updating description, outcomes, assignments, and materials.  
**Effective:** Fall 2026

COURSE ID	COURSE TITLE
ARCH 202	DIGITAL DESIGN MEDIA LEVEL II

**Course Description:** Building Information Modeling (BIM) is examined relative to Integrated Project Delivery methods as pertains to collaboration and communication in the design and construction of buildings and building systems. Building construction methods and materials are examined through case studies to explore the means and techniques applied to the material execution of buildings and BIM. Focus on an understanding of the organization of the design and construction process and awareness of building and zoning codes, material systems and types. This class builds on student's existing knowledge of Revit, furthering their skills in BIM and design coordination.

**Equate:** Course not offered at CHC.  
**Rationale:** Updating description, outcomes, content, assignments, and materials.  
**Effective:** Fall 2026

COURSE ID	COURSE TITLE
ARCH 203	ADVANCED DIGITAL MEDIA AND ALGORITHMIC DESIGN

**Course Description:** Tools that are available to model design parametrically will be introduced in this class to illustrate the construction of geometrical relationships among complex shapes. Focus is on hands-on techniques that can be applied to the design process, to extend the efficiency and productivity of design work. Using design mathematics and computational definitions, students will develop digital models that they will translate into physical models. This class builds on student's existing knowledge of Rhino, furthering their skills in three-dimensional modeling and introduces students to rendering practices.

**Equate:** Course not offered at CHC.  
**Rationale:** Updating description, outcomes, content, assignments, and materials.  
**Effective:** Fall 2026

COURSE ID	COURSE TITLE
COMMST 125	CRITICAL THINKING THROUGH ARGUMENTATION AND DEBATE

**Course Description:** This course is designed to provide an oral approach to critical thinking skills which includes individual and group debates. The course provides critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms. It also provides instruction in language, argument structure, types of reasoning, evaluation of evidence, fallacies in reasoning, and case development strategies.

**Equate:** COMMST 125 at CHC.

**Rationale:** Updating description, objectives, content, methods of evaluation, assignments, and textbooks.

**Effective:** Fall 2025

COURSE ID	COURSE TITLE
ESL 620	ENGLISH PRONUNCIATION

**Departmental Advisory:** ESL 604 The course is created for students who already have some functional experience with using the English language.

**Equate:** Course not offered at CHC.

**Rationale:** Updating advisory, outcomes, and objectives.

**Effective:** Fall 2025

COURSE ID	COURSE TITLE
FTVM 132	VIDEO PRODUCTION

**Course Title:** Film and Video Production 1

**Equate:** Course not offered at CHC.

**Rationale:** Updating course title.

**Effective:** Fall 2026

COURSE ID	COURSE TITLE
FTVM 234	SHORT FILM PRODUCTION

**Course Title:** Film and Video Production 2

**Prerequisite:** FTVM 122 and FTVM 132

**Equate:** Course not offered at CHC.

**Rationale:** Updating title, requisites, outcomes, content, and assignments.

**Effective:** Fall 2026

COURSE ID	COURSE TITLE
FTVM 235	CINEMA PRODUCTION

**Prerequisite:** FTVM 131 and FTVM 122

**Equate:** Course not offered at CHC.

**Rationale:** Updating requisites, outcomes, content, and assignments.

**Effective:** Fall 2026

COURSE ID	COURSE TITLE
HEALTH 100	INTRODUCTION TO PUBLIC HEALTH

**Course Description:** This course introduces the environmental, biological, and socio-cultural determinants of public health. Emphasizes workplace, personal health, community and school healthcare policy, management, environmental and the health disparities among minorities. Focus on environmental health, chronic disease, global and public Health. Examines the qualitative and quantitative research methodologies for studying epidemiology. Analyze the multiple chronic diseases, addictions, psychiatric disorders, and the challenges local and global health in protecting our planet.

**Equate:** HEALTH 104 at CHC.

**Rationale:** Updating description, outcomes, objectives, content, and assignments.

**Effective:** Fall 2025

COURSE ID	COURSE TITLE
HEALTH 103	INTRODUCTION TO HOLISTIC HEALTH

**Course Description:** This course explores health and healing practices involving theoretical, psychological, sociological, biological, historical, and cultural viewpoints. It delves into concepts and philosophies from traditional cultural healing systems and contemporary Western medicine through an interdisciplinary lens. The focus is on promoting health, preventing disease, and empowering individuals to advocate for their well-being with support from healthcare professionals. Topics encompass the history of Western medical practices, principles of indigenous healing systems, the influence of gender on healing, the impact of personality and emotions on health and disease, and the principles of integrative medicine.

**Equate:** HEALTH 105 at CHC.

**Rationale:** Updating description, outcomes, objectives, content, assignments, and textbooks.

**Effective:** Fall 2025

COURSE ID	COURSE TITLE
KIN 236	STRESS MANAGEMENT AND WELLNESS

**Course Description:** This course explores theoretical and research-driven models of stress, the body's response to stress, and strategies for managing it. It highlights how stress impacts physical, mental, and social aspects across one's life. Subjects covered range from defining stress and understanding its long-term health effects to identifying symptoms, examining scientific findings, and presenting various evidence-supported methods for coping. These methods encompass assessment tools, exercise regimens, mindfulness practices like meditation and yoga, dietary considerations, weight management, and fostering healthy lifestyle habits to promote overall well-being.

**Equate:** Course not offered at CHC.

**Rationale:** Updating description, outcomes, objectives, content, assignments, and textbooks.

**Effective:** Fall 2025

## COURSE INACTIVATION

MATH 090  
MATH 952

MATH 095  
MATH 962

MATH 096

MATH 942

**Rationale:** Courses are no longer offered.  
**Effective:** Fall 2025

## DISTANCE EDUCATION

AERO 050  
AERO 055  
ANTHRO 102H  
ARCH 203  
CS 189  
HEALTH 100

AERO 051  
AERO 660  
ARCH 102  
BUSAD 616  
ESL 620  
HEALTH 103

AERO 052  
AERO 661  
ARCH 103  
BUSAD 616  
FTVM 104  
HEALTH 104

AERO 053  
ANTHRO 100  
ARCH 106  
COMMST 125  
FTVM 132  
KIN 236

AERO 054  
ANTHRO 102  
ARCH 202  
CS 188  
FTVM 234

**Rationale:** **Distance Education Delivery**

One of the planning themes and goals of San Bernardino Valley College (SBVC) is student access. The faculty and curriculum committee have worked to examine course delivery and make curricular adjustments to meet the necessary demand for distance education. The online delivery method of these courses supports the mission of SBVC by providing access to education to a diverse community of learners who find themselves in a community with complicated lives and difficult and demanding schedules and responsibilities.

## NEW CERTIFICATE

### Artificial Intelligence Certificate - Certificate of Achievement

The Artificial Intelligence Certificate is designed to provide students with a comprehensive understanding of AI and its applications in various fields, such as natural language processing, computer vision, robotics, and data analysis. The certificate program is aimed at students who want to develop the knowledge and skills necessary to design and implement AI solutions and to evaluate the ethical and social implications of AI.

The AI Certificate program is composed of a set of courses that cover the fundamentals of AI, including machine learning, deep learning, and neural networks. The courses also provide hands-on experience with AI tools and technologies and give students the opportunity to develop AI solutions for real-world problems. The program also includes courses on the ethical and social implications of AI, which prepare students to evaluate the impact of AI on society and develop AI solutions that are both effective and ethical.

The Artificial Intelligence Certificate is ideal for students who are interested in pursuing careers in a rapidly growing field that is in high demand by employers. The certificate program provides students with the knowledge and skills necessary to succeed in various industries, such as healthcare, finance, and transportation. The program is also suitable for students who want to pursue further education in AI, such as a bachelor's or master's degree in computer science or data science.

### REQUIRED COURSES:

CIT 103	Amazon Web Services (AWS) Academy: Cloud Foundations	4.0
CIT 100	Introduction to Personal Computers <b>OR</b>	3.0
CS 110	Fundamentals of Computer Science	3.0
CS 102	Introduction to Python Programming	3.0
CS 189	Introduction to Machine Learning	3.0
CS 188	Introduction to Artificial Intelligence (AI)	3.0

**One course from the following:**

CS 160	Introduction to Data Science and Engineering	4.0
CS 104	Data Programming with Python	4.0
MATH 180	Introduction to Data Science	4.0

**Total: 20.0***This is a Gainful Employment Program***Effective:** Fall 2026**NEW CERTIFICATE****Data Science - Certificate of Achievement**

The Data Science Certificate of Achievement equips students with the foundational knowledge, skills, and practical experience to tackle complex, data-driven challenges in today's digital age. With a focus on programming, statistics, machine learning, big data analytics, and data visualization, students engage in projects and collaborations that prepare them for the data-driven workforce. The program fosters critical thinking, problem-solving, and interdisciplinary collaboration, emphasizing both technical skills and domain-specific knowledge. Ideal for students with a mindset of lifelong learning and ethical responsibility, the program offers a pathway to meaningful careers and further education in the evolving field of data science.

**REQUIRED COURSES:**

CIT 103	Amazon Web Services (AWS) Academy: Cloud Foundations	4.0
CS 102	Introduction to Python Programming	3.0
CS 160	Introduction to Data Science and Engineering <b>OR</b>	4.0
MATH 180	Introduction to Data Science	4.0
CS 104	Data Programming with Python	4.0
CS 189	Introduction to Machine Learning	3.0

**One course from the following:**

CIT 116	Database Management: Access	3.0
CIT 215	Database Management Systems	3.0
CS 188	Introduction to Artificial Intelligence (AI)	3.0
CS 190	Programming in C++	4.0
CS 130	Discrete Structures	3.0
CS 265	Data Structures and Algorithms with C++	3.0

**Total: 21.0-22.0***This is a Gainful Employment Program***Effective:** Fall 2026



## CERTIFICATE MODIFICATION

### Computer Science - Certificate of Achievement

This certificate is designed to provide students with the fundamentals of software engineering, information processing concepts, and programming to prepare them for entry-level positions as programmers for scientific and business applications.

#### REQUIRED COURSES:

CIT 100	Introduction to Personal Computers	3.0
CS 077	Introduction to C-Sharp	4.0
CS 100	Advanced C-Sharp Programming	4.0
CS 102	Introduction to Python Programming	3.0
CS 104	Data Programming with Python	4.0
CS 110	Fundamentals of Computer Science	3.0
CS 120	Introduction to Visual Basic.NET	4.0
CS 220	Advanced Visual Basic.NET Programming	4.0
CS 190	Programming in C++ <b>OR</b>	4.0
CS 215	Programming with Java	4.0

#### RECOMMENDED COURSE:

CS 160	Introduction to Data Science and Engineering	4.0
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**Total: 33.0**

*This is a Gainful Employment Program*

**Rationale:** Adding CS 104 and CS 160 to course list.  
**Effective:** Fall 2025

## CERTIFICATE MODIFICATION

### ESL Integrated Skills - Beginning - Certificate of Competency

This noncredit program is designed to prepare beginning English language learners with the fundamental speaking, listening, reading and writing skills of the English language. This program will also prepare students with the necessary skills to be successful in the composition-based ESL (English as a second language) courses.

#### REQUIRED COURSES:

ESL 602	ESL Integrated Skills - English for Home and School	64.0-72.0
ESL 603	ESL Integrated Skills - English for Work and Leisure	64.0-72.0
ESL 604	ESL Integrated Skills - English for Work and Education	64.0-72.0

#### RECOMMENDED COURSE:

ESL 601	ESL Integrated Skills - Introduction to Basic English Literacy	64.0-72.0
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**Total Hours: 192.0-216.0**

**Rationale:** Moving ESL 601 to recommended.  
**Effective:** Fall 2025

## CERTIFICATE MODIFICATION

### Pharmacy Technology - Certificate of Achievement

The Pharmacy Technology certificate is designed to prepare the student for entry-level employment as a pharmacy technician, assisting pharmacists to provide medication and other healthcare products to patients; receiving and verifying written prescriptions, requests for prescription refills from patients, or electronic prescriptions sent from doctors' offices; retrieving, counting, pouring, weighing, measuring, and sometimes mixing medications; and preparing containers and labels for medications. Technicians may also establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications. Students working for certificates must have a basic knowledge of elementary algebra, reading and writing in order to learn and work in the occupations they select.

#### REQUIRED COURSES:

**Complete the following courses with a grade of C or better.**

PHT 060	Pharmacy Systems I	3.0
PHT 062	Pharmacology I	3.0
PHT 064	Pharmacy Calculations	3.0
PHT 070	Pharmacy Systems II	3.0
PHT 071	Pharmacology II	3.0
PHT 072	Pharmacy Clinical Experience	5.0
PHT 074	Pharmacy Seminar	2.0

**Total: 22.0**

*This is a Gainful Employment Program*

**Rationale:** Removing BIOL and CHEM courses.

**Effective:** Fall 2025

## CERTIFICATE MODIFICATION

### Web Application Security Support Specialist - Certificate of Achievement

This certificate will provide students with the knowledge required to understand web security, how to protect web resources and password administration management online. Upon completion of this certificate, students will be prepared for entry level work in Information Technology.

#### REQUIRED COURSES:

CIT 101	Introduction to Computer Literacy	3.0
CIT 110	Information and Communications Technology Essentials <b>OR</b>	4.0
CIT 128	Introduction to Linux OS	3.0
CIT 160	Introduction to Information Systems Security	3.0
CIT 232	Computer Network Fundamentals <b>OR</b>	3.0
CIT 091	Introduction to Networks (CCNA - Cisco Networking Academy)	3.0
CIT 090	Introduction to Web Security	3.0
CS 075	Introduction to Web Development	3.0
CS 077	Introduction to C-Sharp <b>OR</b>	4.0
CS 120	Introduction to Visual Basic.NET	4.0

**Total: 22.0-23.0**

*This is a Gainful Employment Program*

**Rationale:** Adding CS 077 and CS 120 to course list.

**Effective:** Fall 2025

## CERTIFICATE CORRECTION

### **Child Development - Master Teacher - Certificate of Achievement**

The Master Teacher Certificate is designed to prepare students to supervise, mentor and assist other teachers and aides in a preschool or childcare and education setting. The Master Teacher Certificate requires 37 CD units which includes six specialization units and 4 units of CD Practicum/ Field Work experience with children preschool-12 years of age plus a minimum of 16 general education units. General Education units need to come from the each of the following categories and meet Valley College GE requirements: English, Social and Behavioral Sciences, Arts & Humanities and Math or Science.

*This Certificate meets the course and unit requirement for the Master Teacher Permit through the California Commission on Teacher Credentialing. Please note that students must also meet the experience requirement of 350 days of 3+ hours per day within 4 years.*

#### **REQUIRED COURSES:**

CD 105	Child Growth and Development <b>OR</b>	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 111	Observation and Assessment in Child Development	3.0
CD 113	Principles and Practices of Teaching Young Children	3.0
CD 114	Introduction to Curriculum	3.0
CD 115	Health, Safety and Nutrition	3.0
CD 126	Child, Family, and the Community	3.0
CD 127	Guidance of Children	3.0
CD 138	Teaching in a Diverse Society	3.0
CD 270	Adult Supervision and Mentoring in Early Care and Education	3.0

#### **Required Child Development Specialization Courses - 6 units from one specialization below:**

##### **Creative Curriculum Specialization:**

CD 130	Creative Music and Movement for Children	3.0
CD 133	Creative Science and Math Activities for Children	3.0
CD 134	Language, Listening and Literature for Children	3.0
CD 136	Creative Art Experiences for Children	3.0
CD 137	Play and Materials for Children	3.0

##### **Trauma Informed Care and Guidance Specialization:**

CD 109	Childhood Stress and Trauma	3.0
CD 127	Guidance of Children	3.0

##### **Infant/Toddler Specialization:**

CD 185	Infant/Toddler Growth and Development	3.0
CD 186	Infant and Toddler Curriculum	3.0

##### **School-Age Specialization:**

CD 160	Middle Childhood Development	3.0
CD 061	Activities for School-Age Children	3.0

##### **Special Needs Specialization:**

CD 109	Childhood Stress and Trauma	3.0
CD 244	Children with Special Needs	3.0
CD 245	Early Intervention and Inclusion	3.0

##### **Experience Working With Children:**

CD 205	Child Development Practicum / Field Experience	4.0
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##### **General Education**

The courses below are recommended by the Child Development to fulfill the GE requirements for this Certificate and to meet the GE requirements for the CD Permit. Students must complete a minimum of 16 units or one to two courses in each of the four general education areas in order to obtain a Master Teacher Permit through the California State Commission on Teacher Credentialing.

**Arts and Humanities: (1-2 courses)**

Complete one to two courses below or any course listed under Area 3A on the SBVC General Education Pattern.

ASL 109	American Sign Language I	4.0
ART 103	Art Appreciation	3.0
MUS 100	Music Appreciation	3.0
MUS 100H	Music Appreciation – Honors	3.0

**Social Sciences: (1-2 courses)\***

Complete PSYCH 100 or PSYCH 100H or any course listed under Area 3B on the SBVC General Education Pattern. Note: one course must be in a subject other than Child Development (CD).

PSYCH 100	General Psychology	3.0
PSYCH 100H	General Psychology – Honors	3.0

**Math or Science (1 course)**

Complete one course below or any course listed under Area 2 or Area 4 on the SBVC General Education Pattern.

BIOL 100	General Biology	4.0
GEOG 110	Physical Geography	3.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0
ECON 208	Business and Economic Statistics	4.0
MATH 108	Introduction to Probability and Statistics	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0

**English or Language Arts: (1 course)**

*Complete one course below:*

ENGL 101	Freshman Composition	4.0
ENGL 101H	Freshman Composition-Honors	4.0
COMMST 100	Elements of Public Speaking	3.0
COMMST 100H	Elements of Public Speaking – Honors	3.0

\*Students may choose one to two courses in this Social Sciences category as needed to reach 16 General Education units.

**Total: 49.0**

<b>Rationale:</b>	Updating GE pattern wording to align with new Local GE Pattern.
<b>Previous Board Approval:</b>	01/11/2024
<b>Effective:</b>	Fall 2024

## CERTIFICATE CORRECTION

### **Child Development - Site Supervisor - Certificate of Achievement**

The Site Supervisor Certificate is designed to prepare students with the knowledge and skills necessary to be qualified as a preschool or childcare center site supervisor. Students completing a Site Supervisor Certificate meet the academic requirements for the CD Site Supervisor Permit. Please note that the field experience requirement for the Site Supervisor Permit requires 350 days of 3+ hours per day within four years including at least 100 days of supervising adults. With this Certificate, and a CD Site Supervisor Permit, students qualify to be Child Development Center Directors in private Title 22 Programs as long as they also have two years of teaching experience in a licensed center.

#### **REQUIRED COURSES:**

CD 105	Child Growth and Development <b>OR</b>	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 111	Observation and Assessment in Child Development	3.0
CD 113	Principles and Practices of Teaching Young Children	3.0
CD 114	Introduction to Curriculum	3.0
CD 115	Health, Safety and Nutrition	3.0
CD 126	Child, Family, and the Community	3.0
CD 138	Teaching in a Diverse Society	3.0
CD 270	Adult Supervision and Mentoring in Early Care and Education	3.0
CD 271	Administration I: Programs in Early Childhood Education	3.0
CD 272	Administration II: Personnel and Leadership in Early Childhood Education	3.0

#### **Two courses from the following:**

CD 130	Creative Music and Movement for Children	3.0
CD 133	Creative Science and Math Activities for Children	3.0
CD 134	Language, Listening and Literature for Children	3.0
CD 136	Creative Art Experiences for Children	3.0
CD 137	Play and Materials for Children	3.0

#### **One course from the following:**

CD 160	Middle Childhood Development	3.0
CD 061	Activities for School-Age Children	3.0
CD 100	Introduction to Child Development	3.0
CD 109	Childhood Stress and Trauma	3.0
CD 127	Guidance of Children	3.0
CD 185	Infant/Toddler Growth and Development	3.0
CD 186	Infant and Toddler Curriculum	3.0
CD 244	Children with Special Needs	3.0

#### **Experience working with children:**

CD 205	Child Development Practicum / Field Experience <b>OR</b>	4.0
CD 215	Early Intervention and Inclusion Internship	4.0

#### **General Education**

The courses below are recommended by the Child Development Department to fulfill the GE requirements for this Certificate and to meet the GE requirements for the CD Permit. Students must complete one to two courses in each of the four general education areas in order to obtain a Site Supervisor Permit through the California State Commission on Teacher Credentialing, and students must have at least 60 units to qualify for the Site Supervisor Permit.

#### **Area 1A: English Composition**

ENGL 101	Freshman Composition <b>OR</b>	4.0
ENGL 101H	Freshman Composition-Honors	4.0

#### **Area 2: Mathematical Concepts and Quantitative Reasoning**

PSYCH 105	Statistics for the Behavioral Sciences <b>OR</b>	4.0
ECON 208	Business and Economic Statistics <b>OR</b>	4.0
MATH 108	Introduction to Probability and Statistics <b>OR</b>	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0

### Area 3A: Humanities and Fine Arts (2 courses)

Complete two courses below or any two courses listed under Area 3A on the SBVC General Education Pattern.

ASL 109	American Sign Language I	4.0
ART 103	Art Appreciation	3.0
MUS 100	Music Appreciation <b>OR</b>	3.0
MUS 100H	Music Appreciation – Honors	3.0

### Area 3B: Social & Behavioral Sciences - (1 course)

Complete PSYCH 100 or PSYCH 100H or any course listed under Area 3B on the SBVC General Education Pattern. Note: one course must be in a subject other than Child Development (CD).

PSYCH 100	General Psychology <b>OR</b>	3.0
PSYCH 100H	General Psychology – Honors	3.0

### Area 4: Natural Sciences - (1 Course with a Lab)

Complete the course below or any course listed under Area 4 with a lab on the SBVC General Education Pattern.

BIOL 100	General Biology	4.0
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Note: Students may be eligible for the Child Development AA Degree if they complete one additional course in each of the following areas: Area 1B, Area 5, and Area 6.

**Total: 60.0-64.0**

<b>Rationale:</b>	Updating GE pattern wording to align with new Local GE Pattern.
<b>Previous Board Approval:</b>	01/11/2024
<b>Effective:</b>	Fall 2024

## CERTIFICATE CORRECTION

### Child Development - Teacher - Certificate of Achievement

The Teacher Certificate is designed for individuals working with children in a preschool or childcare setting. The certificate focuses on developing age-appropriate curriculum for the classroom and observation/assessment of children. The Teacher Certificate requires 31 CD units which includes 4 units of CD Practicum/ Field Work with young children plus 16 general education units as specified. This Certificate meets the course and unit requirement for the Teacher Permit through the California Commission on Teacher Credentialing. Please note that students must also meet the experience requirements of 175 days of 3+ hours per day within 4 years.

#### REQUIRED COURSES:

CD 105	Child Growth and Development <b>OR</b>	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 111	Observation and Assessment in Child Development	3.0
CD 113	Principles and Practices of Teaching Young Children	3.0
CD 114	Introduction to Curriculum	3.0
CD 115	Health, Safety and Nutrition	3.0
CD 126	Child, Family, and the Community	3.0
CD 138	Teaching in a Diverse Society	3.0

#### Two curriculum courses from the following:

CD 130	Creative Music and Movement for Children	3.0
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CD 133	Creative Science and Math Activities for Children	3.0
CD 134	Language, Listening and Literature for Children	3.0
CD 136	Creative Art Experiences for Children	3.0
CD 137	Play and Materials for Children	3.0

**Required CD Practicum/Field Work experience with children:**

CD 205	Child Development Practicum / Field Experience	4.0
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**General Education**

The courses below are recommended by the Child Development to fulfill the GE requirements for this Certificate and to meet the GE requirements for the CD Permit. Students must complete a minimum of 16 units or one to two courses in each of the four general education areas in order to obtain a Teacher Permit through the California State Commission on Teacher Credentialing.

**Humanities and Fine Arts: (1-2 courses)\***

Complete one to two courses below or any course listed under Area 3A on the SBVC General Education Pattern.

ASL 109	American Sign Language I	4.0
ART 103	Art Appreciation	3.0
MUS 100	Music Appreciation	3.0
MUS 100H	Music Appreciation – Honors	3.0

**Social Sciences (1-2 courses)**

Complete PSYCH 100 or PSYCH 100H or any course listed under Area 3B on the SBVC General Education Pattern. Note: one course must be in a subject other than Child Development (CD).

PSYCH 100	General Psychology <b>OR</b>	3.0
PSYCH 100H	General Psychology – Honors	3.0

**Math or Science (1 course)**

Complete one course below or any course listed under Area 2 or Area 4 on the SBVC General Education Pattern.

BIOL 100	General Biology	4.0
GEOG 110	Physical Geography	3.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0
ECON 208	Business and Economic Statistics	4.0
MATH 108	Introduction to Probability and Statistics	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0

**English or Language Arts (1 course)**

*Complete one course below:*

ENGL 101	Freshman Composition	4.0
ENGL 101H	Freshman Composition-Honors	4.0
COMMST 100	Elements of Public Speaking	3.0
COMMST 100H	Elements of Public Speaking – Honors	3.0

**Recommended Courses:**

CD 109	Childhood Stress and Trauma	3.0
CD 185	Infant/Toddler Growth and Development	3.0
CD 244	Children with Special Needs	3.0

\*Students may choose one to two courses in this Humanities and Fine Arts category as needed to reach 16 General Education units.

**Total: 47.0**

**Rationale:**

Updating GE pattern wording to align with new Local GE Pattern.

**Previous Board Approval:** 01/11/2024  
**Effective:** Fall 2024

## DEGREE MODIFICATION

### Computer Science - A.S. Degree

This degree is designed to provide students with the fundamentals of software engineering, information processing concepts, and programming to prepare them for entry-level positions as programmers for scientific and business applications.

#### REQUIRED COURSES:

CIT 100	Introduction to Personal Computers	3.0
CS 077	Introduction to C-Sharp	4.0
CS 100	Advanced C-Sharp Programming	4.0
CS 102	Introduction to Python Programming	3.0
CS 104	Data Programming with Python	4.0
CS 110	Fundamentals of Computer Science	3.0
CS 120	Introduction to Visual Basic.NET	4.0
CS 220	Advanced Visual Basic.NET Programming	4.0
CS 190	Programming in C++ <b>OR</b>	4.0
CS 215	Programming with Java	4.0

#### RECOMMENDED COURSE:

CS 160	Introduction to Data Science and Engineering	4.0
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**Total: 33.0**

**Rationale:** Adding CS 104 and CS 160 to course list.  
**Effective:** Fall 2025

## DEGREE MODIFICATION

### Pharmacy Technology - A.S. Degree

The Pharmacy Technology Associate of Science degree offers a comprehensive curriculum blending theoretical learning with hands-on experience. Students gain a deep understanding of pharmaceutical principles, medication dispensing techniques, and regulatory compliance. Emphasis is placed on critical thinking, communication, and technical proficiency in pharmacy software systems. Graduates are prepared for entry-level positions as pharmacy technicians, contributing to optimal patient care and adherence to industry standards. To earn an Associate Degree with a specialization in Pharmacy Technology, students must complete the required courses plus the general education requirements (minimum total = 60 units).

#### REQUIRED COURSES:

*Complete the following courses with a grade of C or higher.*

PHT 060	Pharmacy Systems I	3.0
PHT 062	Pharmacology I	3.0
PHT 064	Pharmacy Calculations	3.0
PHT 070	Pharmacy Systems II	3.0
PHT 071	Pharmacology II	3.0
PHT 072	Pharmacy Clinical Experience	5.0
PHT 074	Pharmacy Seminar	2.0

#### One course from the following:

BIOL 205	Cell and Molecular Biology <b>OR</b>	4.0
CHEM 101	Introductory Chemistry	4.0

**Total: 26.0**

**Rationale:** Updating description and revising BIOL and CHEM course requirements.



Effective:

Fall 2025

**DEGREE CORRECTION****Environmental Science Associate in Science - Transfer Degree, AS-T**

The goals of the Environmental Science program are to: 1) meet the needs of students who are majoring in one of the diverse fields encompassed by environmental science, and 2) provide options for students fulfilling general education science requirements. Awareness of the issues of environmental quality and environmental justice are increasingly important in business, industry, and government. The growing human population and increasing consumption of resources are creating unprecedented pressures on our planetary life support systems. Within the human population, socioeconomically and politically disenfranchised communities oftentimes suffer the consequences of polluted environments when compared with more advantaged communities. This uneven, inequitable environmental landscape is viewed through the lenses of environmental racism, environmental justice, and multiculturalism. Environmental Science Majors need to complete an interdisciplinary set of core requirements that provide a basic understanding of the physical, biological, and social sciences and the relevance of these sciences to environmental processes and issues. In addition, the coursework will prepare students for related baccalaureate majors, including: biology, chemistry, engineering, geography (including emphasis in geographic information systems (GIS)), geology, mathematics, oceanography, and physics. For non-majors, the program's goal is to educate students to make better-informed choices about key environmental and health issues.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. To earn this Environmental Science AS, -T degree, students must meet the following requirements:

- completion of the following major requirements with a minimum grade of "C" (or "P");
- completion of a minimum of 60 CSU transferable semester units with a grade point average of a least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) for STEM or Intersegmental General Education Transfer Curriculum (IGETC-CSU) for STEM, which requires a minimum of 31-33 units.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a four-year institution and major in Environmental Science should consult with a counselor regarding the transfer process and lower division requirements.

**REQUIRED COURSES:**

BIOL 205	Cell and Molecular Biology	4.0
CHEM 150	General Chemistry I	5.0
CHEM 151	General Chemistry II	5.0

**LIST A: (15 Units)**

ENVSCI 100	Introduction to Environmental Science	3.0
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**One of the following course sequences:**

GEOL 101	Introduction to Physical Geology <b>AND</b>	3.0
GEOL 111	Introduction to Physical Geology Laboratory <b>OR</b>	1.0
GEOG 110	Physical Geography <b>AND</b>	3.0
GEOG 111	Physical Geography Laboratory <b>OR</b>	1.0
GEOG 111H	Physical Geography Laboratory – Honors	1.0

MATH 108	Introduction to Probability and Statistics <b>OR</b>	4.0
MATH 108H	Introduction to Probability and Statistics – Honors <b>OR</b>	4.0
ECON 208	Business and Economic Statistics <b>OR</b>	4.0

PSYCH 105	Statistics for the Behavioral Sciences	4.0
MATH 250	Single Variable Calculus I <b>OR</b>	4.0
MATH 141	Business Calculus	4.0
<b>LIST B - Two to three courses (11 units)</b>		
ECON 201	Principles of Microeconomics <b>OR</b>	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0
PHYSIC 202	Physics I <b>AND</b>	4.0
PHYSIC 203	Physics II	4.0

**Major Total: 40**

CSU GE-Breadth or IGETC-CSU for STEM for CSU Requirements: 31-33

Total units that may be double-counted: 13

CSU Electives (as needed to reach 60 transferable units): 0-2

Total Units:

60.0

**Total: 60.0**

**Rationale:** Updating units to align with State approval.  
**Previous Board Approval:** 11/09/2023  
**Effective:** Fall 2024

**PROGRAM INACTIVATION****Social Media Narrative Production Certificate of Achievement**

**Effective:** Fall 2025

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Dr. Kevin Horan, President, CHC  
Dr. Gilbert Contreras, President, SBVC  
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services,  
and Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Approval of Adjunct and Substitute Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as indicated on the attached list.

### **OVERVIEW**

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis.

### **ANALYSIS**

All requirements for employment processing will be completed prior to the contract start date. No individual will be offered a contract until Human Resources has cleared the individuals for employment.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

### **FINANCIAL IMPLICATIONS**

The cost for employment of adjunct and substitute academic employees is included in the appropriate 2024-2025 budgets.





# Adjunct and Substitute Academic Employees

## Presented for Information November 14, 2024

[v.10.25.2024.p.2[2]]

### 2024 – 2025 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Dewalden, Steven	CHC	Communication Studies	Communication Studies
Garcia Loza-Alberto	CHC	Spanish	Spanish
Henrich, Anyssa	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
Ourth, Christopher	CHC	Theatre Arts	Theatre Arts
Quinalty, Jesse	CHC	Fire Technology	Fire Technology
Strong, Amy	CHC	Communication Studies	Communication Studies
Stupin, Mary	CHC	Music	Music
Sujono, Debora	CHC	Computer Science	Computer Science
Walter, Michael	CHC	Multimedia	Multimedia
Wilson, Jeffrey	CHC	Multimedia	Multimedia
Young, Serena	CHC	English	English
Chavez, Joel	SBVC	Ethnic Studies	Ethnic Studies
Rollstin-Weiland, Stacy	SBVC	Library Technician	Library Technician
Shea, Jessica	SBVC	Library Technician	Library Technician
Sullivan, Dorinda L	SBVC	Library Technician	Library Technician

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Approval to Appoint District Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve appointment of the employees on the attached list and, as necessary, approve the corresponding employment contracts as well.

### **OVERVIEW**

The employees on the attached list are submitted for approval.

### **ANALYSIS**

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

### **FINANCIAL IMPLICATIONS**

The cost of employment for these employees is included in the appropriate 2024-2025 budgets.





## Appointment of District Employees

### Submitted for Board Approval November 14, 2024

[v.10.29.2024.p.1|2]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Ascencio, Alexis</b> Child Development Assistant SBVC Child Development Center	11/15/24	Classified 21A	Yolanda Holoman	State Preschool Fund	06/06/23
<b>Carlos, Christopher</b> Assistant Professor, Administration of Justice SBVC Administration of Justice	01/14/25	Academic TBD*	Jeremy Croy	General Fund	06/28/23
<b>Cayetano, Nolby</b> Project Analyst DSO KVCR	11/18/24	Classified 44A	Barbara Nichols	General Fund	TBD <sup>†</sup>
<b>Davis, Angela</b> Purchasing Technician DSO Business Services	11/18/24	Classified 31C	Courtnee Laughlin	General Fund	09/02/14
<b>De Niz, Ariadna</b> Child Development Assistant SBVC Child Development Center	11/15/24	Classified 21B	Carolina Jaime	State Preschool Fund	05/05/23
<b>Reyna Vargas</b> Child Development Assistant SBVC Child Development Center	11/18/24	Classified 21A	Blanca Rosa Treacy- Abarca	General Child Care Fund	TBD <sup>†</sup>
<b>Sansom, Jacob</b> College Police Officer DSO Police	11/18/24	POA 50A	New	General Fund	10/04/24

<sup>†</sup>Live Scan clearance pending; employee will not start without clearance.

\*Salary placement to be determined upon verification of education and experience.



## Appointment of District Employees

### Submitted for Board Approval November 14, 2024

[v.10.29.2024.p.2|2]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Simonds, Lindsey</b> Associate Director, Fiscal Services DSO Fiscal Services	11/15/24	Management 17C	Jorge Andrade-Cortes	General Fund	01/04/23
<b>Taylor, Emma</b> Administrative Assistant SBVC Social Sciences, Human Development & Physical Education	11/18/24	Classified 33A	Angela Grotke	General Fund	TBD <sup>†</sup>
<b>Varela, Josue</b> Associate Director, Fiscal Services DSO Fiscal Services	11/18/24	Management 17B	Tenille Norris	General Fund	TBD <sup>†</sup>
<b>Vargas, Sarina</b> Administrative Coordinator DSO KVCR	11/18/24	Classified 45C	Valerie Arce	General Fund	TBD <sup>†</sup>

<sup>†</sup>Live Scan clearance pending; employee will not start without clearance.

\*Salary placement to be determined upon verification of education and experience.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services, and Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Approval to Appoint Interim Managers

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointment of, and employment contract for, the employees on the attached list.

### **OVERVIEW**

The employees on the attached list are submitted for approval.

### **ANALYSIS**

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

### **FINANCIAL IMPLICATIONS**

The cost of employment for the employee is included in the appropriate 2024-2025 budgets.







# Appointment of Interim Managers

Submitted for Board Approval November 14, 2024

[v.11.5.2024.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Keebler, Joel</b> Interim Divison Dean SBVC Science	11/25/24 to 06/30/25	TBD*	Peter John Stanskas	General Fund	TBD†

†Live Scan clearance pending; employee will not start without clearance.

\*Salary placement to be determined upon verification of education and experience.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services, and Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Approval of Employee Promotions

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the promotion of SBCCD employees as indicated on the attached list.

### **OVERVIEW**

The promotion of employees on the attached list is submitted for approval.

### **ANALYSIS**

These employees have gone through the recruitment process and are being recommended for promotion.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

### **FINANCIAL IMPLICATIONS**

The cost of these promotions is included in the appropriate 2024-2025 budgets.





## Employee Promotions

Submitted for Board Approval November 14, 2024

[v.10.25.2024.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
<b>Nevares, Juan</b>	DSO TESS <b>Technology Support Specialist I</b> Classified Salary Schedule Range 50, Step F	DSO TESS <b>Systems Analyst</b> Classified Salary Schedule Range 57, Step D	DyAnn Walter	General Fund	11/15/24
<b>Soto, Jacqueline</b>	SBVC Child Development Center <b>Child Development Assistant</b> Classified Salary Schedule Range 21, Step C	SBVC Child Development Center <b>Child Development Teacher</b> Classified Salary Schedule Range 35, Step A	Francis Torres	State Preschool	11/15/24

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Kristina Hannon, Vice Chancellor of Human Resources, Payroll, Police Services, and Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Approval of Management Job Descriptions and Revision to the Management Salary Schedule

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the new Management job descriptions as presented and place them at the appropriate range on the Management salary schedule.

1. Job Description
  - Associate Dean, Student Health and Wellness
  - Executive Development Director
  - Executive Director, Institutional Advancement and Foundation
2. Revised Management Salary Schedule

### **OVERVIEW**

The job descriptions are necessary to better align the organizational structure, provide for succession planning from within SBCCD, and provide for continuity and consistency of services. The job descriptions have been created and reviewed to accurately reflect the intent and nature of the positions.

### **ANALYSIS**

All job descriptions are reviewed to ensure they meet internal and external alignment of duties and provide clear expectation of duties. This job description reflects the representative duties and responsibilities, as well as the appropriate minimum qualifications for the position.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

### **FINANCIAL IMPLICATIONS**

The cost of employment is included in the appropriate 2024-2025 budgets.





## Associate Dean, Student Health and Wellness

Management Range: 21

Pending Board Approval: 11/04/24

P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the general direction of the assigned administrator, the Associate Dean of Student Health and Wellness is responsible for leading the development and execution of a comprehensive strategy to support students' mental health, personal growth, and overall well-being. This position oversees a wide portfolio of health and wellness services, including mental health support, wellness education, and intervention services.

(CHC Only) Additionally, the role includes oversight of Student Accessibility Services and the Behavioral Intervention Team (BIT) to ensure an integrated, holistic approach to student health and wellness. Special populations, such as Veterans, First Responders, and students with disabilities, will receive focused attention through targeted programs and services.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Develop, implement, and evaluate comprehensive health and wellness programs that align with institutional goals and student needs.
2. Provide leadership, direction and management of all aspects of student health and wellness programs and services. Coordinate college-wide initiatives and outreach to promote mental health, emotional well-being, and personal growth.
3. Recruit, hire, train, mentor, and supervise faculty, support staff, and student workers to ensure the effective design, implementation, and operation of assigned programs.
4. Oversee and support Student Accessibility Services and the Behavioral Intervention Team (BIT) to ensure an integrated, holistic approach to student health and wellness. (CHC Only)
5. Develop partnerships with external agencies and community organizations to enhance the delivery of health and wellness services.
6. Oversee the case management of students receiving mental health support, ensuring timely, compassionate, and effective care.
7. Collaborate with campus and community partners to ensure proper referrals and wraparound support for students.
8. Ensure compliance with local, state, and federal regulations related to health and wellness services, mental health, and accessibility.



## Associate Dean, Student Health and Wellness

### Management Range: 21

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9. Establish annual goals and objectives for planning, evaluation, and continuous improvement to ensure operational efficiency and foster student wellness and success; align efforts with Student Equity goals and implement relevant activities within the areas of responsibility.
10. Collaborate with district programs, community-based organizations, and local school districts to coordinate the activities of assigned programs. Work closely with program faculty, instructional leaders, and campus departments to assess student needs and meet program requirements.
11. Responsible for budget management, marketing initiatives, student retention strategies, and the collection and analysis of data for assigned programs. Ensure resources are used effectively and support program goals.
12. Provide guidance and assist with both internal and external audits and reviews related to assigned programs, ensuring compliance and readiness.
13. Assess and recommend staffing and equipment needs, anticipate future demands, and ensure that assigned programs have access to adequate support services, facilities, technology, and instructional materials.
14. Collect and analyze data to prepare statistical reports and other documentation as needed. Compile and present information for program assessments such as Program Review, Service Equity Audits, progress indicators, Student Learning Outcomes (SLOs), Service Area Outcomes (SAOs), and special projects. Ensure all reporting requirements are met in accordance with program regulations.
15. Monitor the performance of assigned programs, assess their effectiveness, and recommend improvements or the development of new programs to stay current and relevant. Design and administer surveys, analyze data, and maintain records to evaluate program outcomes and student success.
16. Identify and research external funding opportunities to enhance services, promote diversity, equity, and inclusion initiatives. Assist with grant writing, funding applications, and other resource development activities for assigned programs. Ensure compliance with funding requirements.
17. Participate in various student services initiatives, including student orientation and programs to promote engagement and retention.
18. Build and sustain relationships with local schools, colleges, and universities to support assigned programs. Represent the college at community events and serve as a liaison with regional and state organizations as required.
19. Serve on district-wide and/or campus-wide committees and task forces, contributing to college-wide initiatives and governance.
20. Proactively address and resolve complex issues, including conflicts, complaints, and inquiries, with sensitivity and professionalism.
21. Performs other duties as assigned.



## Associate Dean, Student Health and Wellness

Management Range: 21

Pending Board Approval: 11/04/24

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### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Student health, mental health services, wellness promotion, and personal development strategies in higher education settings.
- Comprehensive knowledge of federal and state laws, including HIPAA, FERPA, ADA, Title IX, and other regulations relevant to health services, mental health, and student accessibility services.
- Applicable sections of the Title 5 regulations, ADA laws and Education Codes.
- Familiarity with behavioral intervention models, case management processes, and best practices for supporting students in distress, including high-risk and vulnerable groups such as Veterans and students with disabilities.
- Evidence-based practices in mental health support, crisis intervention, and holistic well-being approaches for diverse student populations.
- Budgeting principles and financial management for educational programs, including managing grants, external funding, and operational resources efficiently.
- Marketing outreach strategies to promote health and wellness programs.
- Program evaluation methods, data collection, and analysis for assessing program effectiveness and student outcomes.
- Principles of supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### **Ability to:**

- Provide visionary leadership, inspire and support staff, and foster a culture of collaboration and continuous improvement.
- Set long-term objectives, designing initiatives to promote mental health and well-being, and assessing program effectiveness.
- Manage crisis situations, resolve complex and sensitive issues, and implement behavioral interventions effectively.
- Interpret data, generate reports, and provide insights for continuous program improvement.
- Manage multiple programs, budgets, and staff while prioritizing tasks to meet deadlines and institutional objectives.
- Research topics, collect data, analyze data and form conclusions
- Work independently, assume responsibility, and take initiative in carrying out assignments.
- Understand the organization and operation of the District and of assigned programs as necessary to assume assigned responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work.



## Associate Dean, Student Health and Wellness

Management Range: 21

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**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### Education/Training:

#### **Required Education:**

- Master’s degree from an accredited institution.

### Experience:

#### **Required Experience:**

- One (1) year formal training, internship, or leadership experience reasonably related to the administrator’s administrative assignment.
- A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

### Certifications/Licenses:

#### **Required Certifications/Licenses:**

- Possess a current and active California license in good standing that is not under suspension or probation as one of the following:
  - Licensed Clinical Social Worker (LCSW)
  - Licensed Marriage and Family Therapist (LMFT)
  - Licensed Professional Clinical Counselor (LPCC)
  - Licensed Educational Psychologist (LEP)\*
  - Licensed Psychologist or Licensed Physician and Surgeon certified in Psychiatry by the American Board of Psychiatry and Neurology
- Have held an active license as one of the above in California or any other state for at least two (2) years out of the last five (5) years prior to the commencement of supervision.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel off-site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.





## Executive Development Director

### Management Range 23

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

## SUMMARY DESCRIPTION

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Under the general supervision of the appropriate administrator, The Executive Development Director is responsible for providing strategic leadership and oversight for all development activities, including fundraising, donor relations, and grant programs. The role involves setting long-term goals for sustainable growth, guiding the organization's overall philanthropic efforts, and ensuring the efficient and effective operation of the Development Department. This position works closely with the Board of Directors and external stakeholders to secure resources that align with the organization's mission.

## REPRESENTATIVE DUTIES

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1. Develop and implement comprehensive fundraising strategies, ensuring alignment with the organization's mission and long-term goals.
2. Oversee the development of key initiatives, including capital campaigns, major gift programs, endowments, and annual giving strategies.
3. Lead long-term planning efforts to identify new opportunities for philanthropic support, ensuring sustainable growth.
4. Cultivate and manage relationships with major donors, corporate partners, foundations, and community stakeholders.
5. Guide the solicitation of major gifts, including revocable intentions and planned giving strategies, ensuring personal engagement with high-value prospects.
6. Oversee donor recognition efforts, ensuring appropriate acknowledgement and stewardship of all contributions.
7. Oversee the identification, writing, and submission of major grants, ensuring compliance with all grant guidelines.
8. Coordinate the development and implementation of corporate sponsorship programs, ensuring alignment with organizational priorities.
9. Monitor the execution of funded projects to ensure that grant deliverables are met in accordance with donor expectations and regulatory requirements.
10. Collaborate with fiscal services to ensure transparency and accountability in all fundraising efforts, including gift reception, investments, and financial reporting.
11. Oversee the preparation of annual reports and presentations to the Board of Trustees and donors, ensuring clear communication of the impact of philanthropic efforts.
12. Ensure compliance with all federal, state, and local laws regarding fundraising, grant management, and financial oversight.
13. Provide strategic direction for the planning and execution of major fundraising events, ensuring alignment with overall organizational goals of the college.
14. Represent the organization at key public events, fostering relationships that lead to long-term partnerships and financial support.
15. Develop and implement marketing and promotional strategies that enhance the visibility of the organization's fundraising efforts.



## Executive Development Director

### Management Range 23

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16. Supervise and evaluate assigned staff. Coordinate staff development, training, and capacity-building efforts to ensure achievement of department goals.
17. Ensure effective collaboration between the Development Department and other internal departments to enhance fundraising and operational efficiency.
18. Collaborate with the Board of Directors on development initiatives, providing regular updates and strategic recommendations.
19. Serve as the lead staff liaison for the Development Committee of the Board, facilitating active participation in fundraising efforts.

### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operational characteristics, services, and activities of a foundation, grant management program and fundraising.
- Fundraising techniques, including major gifts, annual giving, capital campaigns, planned giving, endowments, and donor stewardship strategies.
- Principles and practices of grant development, proposal writing and management.
- Principles and practices of grant administration, including funding sources, administrative requirements, cost principles and state and federal regulations.
- Principles and practices of program development and administration.
- Principles and practices of financial management and public and non-profit administration.
- Principles and practices of budget planning, development and preparation, proposal development, assembly, submission and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to grant writing, administration and management.
- Principles, methods, procedures and strategies of community relations, marketing, promotion, fundraising, Foundation, scholarship and alumni development.
- Planning and implementation of development programs using college and community resources.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive grant management and resource development program.
- Plan, organize, and efficiently manage concurrent demands and meet deadlines.
- Lead teams, groups and meeting.
- Negotiate with funding agents and follow-up on progress of grant activities.
- Plan, organize and direct and coordinate the work of others.
- Develop, implement, interpret and apply a wide variety of governmental and department policies and procedures.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.



## Executive Development Director

### Management Range 23

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- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to resource development and grant management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work evening and weekends according to event-related scheduling.

#### **Education and Experience Guidelines**

##### **Education/Training:**

- A Master's degree from an accredited college or university.

##### **Required Experience:**

- Five (5) years of progressively responsible experience in grants and resource development including two (2) years in a leadership role.

##### **Preferred Experience:**

- Experience in an educational setting.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with occasional travel for donor cultivation and outreach activities.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.



## Executive Director, Institutional Advancement and Foundation

Management Range: 23

Pending Board Approval: 11/14/2024

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the general direction of the President and the Board of Directors of the Foundation, the Executive Director of Institutional & Community Advancement the Foundation provides strategic leadership of the Foundation, collaboration with internal and external stakeholders, community engagement, and information management to support the college's brand management, marketing, public relations, communications, fundraising, and development efforts.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification and may include, but are not limited to, the following:*

1. Provide leadership for the college's foundation board, including operations management and fiscal oversight.
2. Provides leadership and direction of a comprehensive marketing program including public relations, communications, and creative services, including graphic design, photography, videography, editorial, social and web media.
3. Provides counsel to the college regarding public relations issues and opportunities and serves as the primary steward of the college's brand and public image.
4. Serves as the college's official public information officer and primary liaison with the media.
5. Initiates major gift (\$10,000 and over) solicitations. Identifies major prospects and assures appropriate cultivation takes place. Provides proposal and other support material to the College President and Foundation Board Members for major gift solicitations. Provides staff leadership for any campaigns or mini campaigns that may be undertaken by the Foundation.
6. Responsible for marketing planned giving opportunities to the campus and community, for identifying and cultivating planned gift prospects, and for conducting solicitations and negotiating planned gifts.
7. Responsible for identifying major capital projects and for identifying and cultivating major gift prospects and donations to support such projects.
8. Initiates proposals to corporate and Foundation grant makers in seeking unrestricted annual and restricted gifts; coordinates closely with the College President and the Vice-Presidents to establish grant-seeking priorities.
9. Responsible for assuring that the Annual Fund reaches unrestricted and restricted cash goals each year through focused and cost-effective solicitation.



## Executive Director, Institutional Advancement and Foundation

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10. Serves as Executive Officer of the Foundation. Provides staff support for the Executive Committee and all other Foundation committees.
11. Provides all meeting materials, including written reports as necessary, for the Board of Directors, the Executive Committee and all development committees. Provides minutes of meetings for the Board of Directors, the Executive Committee and all development committees.
12. Has overall responsibility for accuracy and integrity of donor, and prospect information within Foundation's database. Utilizes database reports to enhance and improve information and decision making for program management.
13. Represent the College at activities and events that impact the college's public image, build relationships, engage constituents, and build capacity.
14. Provides guidance and approval to departments or programs within the College which, from time to time, develop fundraising events or other activities which represent the College to external audiences.
15. Supervises Foundation-based publications including fund raising brochures, an annual report to the community, and the Foundation's website.
16. With the College President and members of the Executive Committee, develops long-range planning and direction for Foundation's development program.
17. Works closely with faculty, deans, and vice presidents to more fully integrate the Foundation, its fundraising activities, and endowment use into academic and student services program planning and funding each year.
18. Annually evaluates the success of the development programs. As appropriate, provides recommendations to improve the effectiveness of all development efforts.
19. Other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operational characteristics, services, and activities of a communications, marketing and public relations program.
- Operational characteristics, services, and activities of a foundation, fundraising, scholarship, and alumni development program.
- Principles and practices of development and capacity building.
- Principles and practices of marketing and public relations.
- Advanced methods and techniques of journalistic writing and reporting techniques.
- Advanced methods and techniques of donor cultivation and stewardship
- Principles and practices of budget preparation financial management, and non-profit administration.



## Executive Director, Institutional Advancement and Foundation

Management Range: 23

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- Principles of supervision, training, and performance evaluation.
- Principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation. Pertinent federal, state, and local laws, codes, and regulations.
- Outstanding skills in developing written documents for a variety of audiences.
- Excellent verbal communication skills, including public speaking and interpersonal communication skills.

### **Ability to:**

- Develop, implement, and evaluate department goals, objectives, policies, and procedures.
- Plan, organize, direct, coordinate, and evaluate development and marketing programs.
- Develop, write, and coordinate the production of development and marketing materials in an effective and appropriate manner.
- Plan and organize work to meet changing priorities and deadlines.
- Meet critical deadlines while working with frequent interruptions.
- Oversee, direct, and coordinate the work of staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff. Participate in the preparation and administration of assigned budget.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with minimal supervision.

### **Education and Experience Guidelines**

#### **Education/Training:**

- Master's degree from an accredited institution of higher education

#### **Experience:**

- Minimum of three years of increasingly responsible experience including administrative functions such as dean, department head, director, coordinator, or management intern.
- Experience that indicates a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.



## Executive Director, Institutional Advancement and Foundation

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### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting; occasionally travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Management Salary Schedule  
 Pending Board Approval 11/14/24

RANGE	POSITION	STEP										
		A	B	C	D	E	F	G	H	I	J	
1												
2												
3												
4												
5												
6	<ul style="list-style-type: none"> <li>▪ Assistant Manager, Workforce Development</li> <li>▪ Caltrans Work Crew Supervisor</li> <li>▪ Tool Room Supervisor</li> </ul>	\$ 70,599	\$ 72,717	\$ 74,899	\$ 77,146	\$ 79,461	\$ 81,844	\$ 84,300	\$ 86,829	\$ 91,171	\$ 95,729	
7		\$ 74,131	\$ 76,355	\$ 78,646	\$ 81,005	\$ 83,435	\$ 85,938	\$ 88,516	\$ 91,171	\$ 95,729	\$ 100,515	
8	<ul style="list-style-type: none"> <li>▪ Circulation Supervisor</li> <li>▪ Custodial Supervisor</li> </ul>	\$ 77,836	\$ 80,171	\$ 82,577	\$ 85,055	\$ 87,607	\$ 90,235	\$ 92,941	\$ 95,729	\$ 100,515	\$ 105,541	
9	<ul style="list-style-type: none"> <li>▪ Printing &amp; Graphic Services</li> </ul>	\$ 81,728	\$ 84,180	\$ 86,706	\$ 89,307	\$ 91,986	\$ 94,746	\$ 97,588	\$ 100,516	\$ 105,542	\$ 110,819	
10	<ul style="list-style-type: none"> <li>▪ Apprenticeship Program Administrator</li> <li>▪ Aquatics Director</li> <li>▪ Braille Program Manager</li> <li>▪ College Corps Program Manager</li> <li>▪ Food Services Supervisor</li> <li>▪ Community Engagement Manager, KVCR</li> <li>▪ Maintenance &amp; Grounds Supervisor</li> <li>▪ Manager, Workforce Development</li> </ul>	\$ 85,814	\$ 88,389	\$ 91,040	\$ 93,772	\$ 96,585	\$ 99,483	\$ 102,467	\$ 105,542	\$ 110,819	\$ 116,360	
11	<ul style="list-style-type: none"> <li>▪ Project Administrator, Career Education</li> </ul>	\$ 90,106	\$ 92,810	\$ 95,593	\$ 98,461	\$ 101,415	\$ 104,457	\$ 107,591	\$ 110,819	\$ 116,360	\$ 122,177	
12	<ul style="list-style-type: none"> <li>▪ Assistant Director of Development</li> </ul>	\$ 94,610	\$ 97,448	\$ 100,372	\$ 103,384	\$ 106,486	\$ 109,680	\$ 112,971	\$ 116,360	\$ 122,177	\$ 128,286	
13	<ul style="list-style-type: none"> <li>▪ Manager, Marketing and Media</li> <li>▪ Manager, Regional Employer Engagement</li> </ul>	\$ 99,342	\$ 102,322	\$ 105,391	\$ 108,554	\$ 111,810	\$ 115,164	\$ 118,619	\$ 122,177	\$ 128,286	\$ 134,701	
14	<ul style="list-style-type: none"> <li>▪ Business Services Administrator</li> <li>▪ Director, Child Development Center</li> <li>▪ Director, Workforce Development</li> <li>▪ Environmental Health &amp; Safety Administrator</li> <li>▪ Manager, CalWORKs &amp; Workforce Development</li> <li>▪ Manager, Production</li> <li>▪ Payroll Manager</li> </ul>	\$ 104,309	\$ 107,439	\$ 110,661	\$ 113,981	\$ 117,401	\$ 120,922	\$ 124,549	\$ 128,286	\$ 134,701	\$ 141,436	
15	<ul style="list-style-type: none"> <li>▪ Business Systems Administrator</li> <li>▪ Director, Adult Education Block Grant (AEBG)</li> </ul>	\$ 109,523	\$ 112,809	\$ 116,194	\$ 119,680	\$ 123,270	\$ 126,969	\$ 130,778	\$ 134,701	\$ 141,436	\$ 148,507	
16	<ul style="list-style-type: none"> <li>▪ Police Sergeant</li> </ul>	\$ 115,001	\$ 118,451	\$ 122,004	\$ 125,663	\$ 129,434	\$ 133,317	\$ 137,316	\$ 141,436	\$ 148,507	\$ 155,933	



RANGE	POSITION	STEP										
		A	B	C	D	E	F	G	H	I	J	
17	<ul style="list-style-type: none"> <li>▪ Associate Director, Fiscal Services</li> <li>▪ Associate Director, Employee Health &amp; Wellness, Compliance, and College Support Services</li> <li>▪ Associate Director, Human Resources</li> <li>▪ Associate Director of Legislative &amp; Community Relations</li> <li>▪ Campus Director of Marketing, Creative Services &amp; Public Affairs</li> <li>▪ Campus Project Manager</li> <li>▪ Director, Alternative Text Production Center</li> <li>▪ Director, of Audits and Analysis</li> <li>▪ Director, Economic Development Corporate Training</li> <li>▪ Director, Library and Learning Support Services</li> <li>▪ Director, Police Academy</li> <li>▪ Director, Television</li> <li>▪ Director, Workforce Development DSN ICT</li> <li>▪ Facilities Project Manager</li> <li>▪ Manager, Programming – KVCR TV/FM</li> <li>▪ Local Business Outreach Administrator - Measure CC</li> </ul>	\$ 120,750	\$ 124,372	\$ 128,102	\$ 131,946	\$ 135,904	\$ 139,982	\$ 144,182	\$ 148,507	\$ 155,933	\$ 163,730	
18	<ul style="list-style-type: none"> <li>▪ Development Director</li> <li>▪ Director of Athletics</li> <li>▪ Director of Operations</li> <li>▪ Director, Admissions &amp; Records</li> <li>▪ Director, Development &amp; Strategic Relations - KVCR</li> <li>▪ Director, EOPS &amp; CARE, SBVC</li> <li>▪ Director, Financial Aid and Scholarships</li> <li>▪ Director, MESA</li> <li>▪ Director, Outreach &amp; Educational Partnerships</li> <li>▪ Director, Secondary Educational Partnerships (SBVC)</li> <li>▪ Director, STEM-MESA</li> <li>▪ College Director, Technology Services</li> </ul>	\$ 126,788	\$ 130,592	\$ 134,509	\$ 138,544	\$ 142,700	\$ 146,981	\$ 151,391	\$ 155,933	\$ 163,730	\$ 171,916	

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
19	<ul style="list-style-type: none"> <li>•Associate Director of Bond Program Planning and Construction</li> <li>•Associate Director of Facilities Planning, Sustainability &amp; Construction</li> <li>▪ Director, Corporate &amp; Strategic Relations - KVCR</li> <li>▪ Director, Development &amp; Community Relations</li> <li>▪ Director, Facilities, Maintenance &amp; Operations</li> <li>▪ Director of Institutional Advancement</li> <li>▪ Director, KVCR Broadcast Media Systems</li> <li>▪ Director, Security and User Services</li> <li>▪ Director, Student Accessibility Services (SAS) - SBVC</li> <li>▪ Director, Student Accessibility Services and Health &amp; Wellness Center - CHC</li> <li>▪ Director, Student Life</li> <li>▪ District, Director of Grants</li> </ul>	\$ 133,127	\$ 137,121	\$ 141,234	\$ 145,471	\$ 149,835	\$ 154,330	\$ 158,960	\$ 163,729	\$ 171,915	\$ 180,511
20	<ul style="list-style-type: none"> <li>▪ Director of Administrative Application Systems</li> <li>▪ District Director, Technology Services</li> </ul>	\$ 139,782	\$ 143,976	\$ 148,295	\$ 152,743	\$ 157,326	\$ 162,046	\$ 166,907	\$ 171,915	\$ 180,511	\$ 189,537
21	<ul style="list-style-type: none"> <li>• Associate Dean, Student Health and Wellness</li> <li>▪ Associate Dean, Health Services and Director of Nursing</li> <li>▪Associate Dean, Student Support Services</li> <li>▪Associate Dean, Public Safety/Allied Health (CHC)</li> <li>▪ Business Manager</li> <li>▪ Director, Fiscal Services</li> <li>▪ District Director of Research, Planning &amp; Institutional Effectiveness</li> <li>▪ Director, Human Resources, and Labor Relations</li> <li>▪ Police Lieutenant</li> </ul>	\$ 146,772	\$ 151,176	\$ 155,711	\$ 160,382	\$ 165,194	\$ 170,149	\$ 175,254	\$ 180,511	\$ 189,537	\$ 199,014
22		\$ 154,110	\$ 158,733	\$ 163,495	\$ 168,401	\$ 173,452	\$ 178,656	\$ 184,016	\$ 189,537	\$ 199,014	\$ 208,964

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
23	<ul style="list-style-type: none"> <li>▪ Chief of Police</li> <li>▪ Dean, Student Services</li> <li>▪ Dean of Academic Success, Grants and Learning Services (SBVC)</li> <li>▪ Dean of Research, Planning, &amp; Institutional Effectiveness</li> <li>▪ Dean of Research, Planning, &amp; Institutional Effectiveness with Grants Oversight</li> <li>▪ District Dean, Educational and Student Support Services</li> <li>▪ District Director, Diversity, EEO, Employee Wellness, and Compliance</li> <li>▪ District Director, Human Resources, Environmental Health &amp; Safety Administration, and Police Services</li> <li>▪ District Director, Human Resources, Retirement, and Payroll Services</li> <li>▪ Division Dean (Instructional)</li> <li>▪ Division Dean (Non-Instructional)</li> <li>▪ Executive Development Director</li> <li>▪ Executive Director, Institutional Advancement and Foundation</li> </ul>	\$ 161,818	\$ 166,672	\$ 171,673	\$ 176,822	\$ 182,127	\$ 187,591	\$ 193,218	\$ 199,015	\$ 208,966	\$ 219,413
24		\$ 169,908	\$ 175,005	\$ 180,255	\$ 185,663	\$ 191,233	\$ 196,970	\$ 202,879	\$ 208,966	\$ 219,413	\$ 230,384
25	<ul style="list-style-type: none"> <li>▪ Executive Director, Business and Fiscal Services</li> <li>▪ Executive Director, Economic Development &amp; Corporate Training</li> <li>▪ Executive Director, Facilities, Planning, Sustainability &amp; Construction</li> <li>▪ Executive Director, Research Planning Institutional Effectiveness</li> <li>▪ Executive Director, KVCR</li> </ul>	\$ 178,403	\$ 183,756	\$ 189,268	\$ 194,947	\$ 200,796	\$ 206,819	\$ 213,023	\$ 219,413	\$ 230,384	\$ 241,903
26	<ul style="list-style-type: none"> <li>▪ Chief Technology Officer</li> <li>▪ Vice President, Administrative Services</li> <li>▪ Vice President, Instruction</li> <li>▪ Vice President, Student Services</li> </ul>	\$ 187,324	\$ 192,944	\$ 198,732	\$ 204,694	\$ 210,834	\$ 217,159	\$ 223,674	\$ 230,384	\$ 241,903	\$ 253,998

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

**PREPARED BY:** Dr. Kevin Horan, President, CHC  
Dr. Gilbert Contreras, President, SBVC

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Approval of Non-Instructional Pay for Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve non-instructional pay for academic employees as indicated on the attached.

### **OVERVIEW**

Academic employees will be compensated at the agreed upon non-instructional rate of pay. This compensation is requested due to the periodic need for academic employees to assist with various department research, projects, committee work, or campus/community events.

### **ANALYSIS**

As of July 1, 2023, non-instructional rates of pay are based on the Tentative Agreement by and between SBCCD and the CTA regarding *Article 10 Wages*, which was Board approved April 11, 2024.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success

### **FINANCIAL IMPLICATIONS**

The cost of the non-instructional pay is included in the appropriate 2024-2025 budgets.





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.1|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Anderson, Jonathan</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Atkinson, Anne</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Beard, Joseph</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Beechko, Alex</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Bell, Danielle</b> Common Course Numbering Categorical Funds	CHC	09/11/24	10/10/24	\$57.89	10	\$578.90	Common Course Numbering Outlines <i>Ratification: Need additional information from the State to implement outlines.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.2|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Bell, Danielle</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Bond, Lauren</b> Common Course Numbering Categorical Funds	CHC	09/11/24	10/10/24	\$57.89	13	\$752.57	Common Course Numbering Outlines <i>Ratification: Need additional information from the State to implement outlines.</i>
<b>Callahan, Kenyon</b> Guided Pathways	CHC	08/12/24	12/20/24	\$57.89	100	\$5,789.00	Writing Curriculum for Pre-Law Pathways to Law School CTE <i>Ratification: Hours were missed or increased.</i>
<b>Cervantez, Jeff</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	20	\$1,157.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Cline, Melissa</b> Guided Pathways	CHC	08/12/24	12/20/24	\$57.89	50	\$2,894.50	Writing Curriculum for Personal Trainer <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.3|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Costello, Gerarda</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Davis, Ben</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Diep, Matthew</b> Library General Funds	CHC	01/21/25	05/22/25	\$64.09	150	\$9,613.50	Adjunct Librarian
<b>DiPonio, Gwen</b> Common Course Numbering Categorical Funds	CHC	09/11/24	10/10/24	\$57.89	28	\$1,620.92	Common Course Numbering Outlines <i>Ratification: Need additional information from the State to implement outlines.</i>
<b>Dudash, Leigh</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.4|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Ferrari, Ed</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	20	\$1,157.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Firtha, Christie</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Franko, Karla</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Guevara, Andrew</b> Common Course Numbering Categorical Funds	CHC	09/11/24	10/10/24	\$57.89	14	\$810.46	Common Course Numbering Outlines <i>Ratification: Need additional information from the state to implement outlines.</i>
<b>Hamlett, Cynthia</b> Office of Instruction General Fund	CHC	01/21/25	05/22/25	\$57.89	422	\$24,429.58	Faculty Lead, Distance Education





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.5]18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Hart, Danae</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Hayes, Ashley</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Hellerman, Steve</b> Common Course Numbering Categorical Funds	CHC	09/11/24	10/10/24	\$57.89	2.5	\$144.73	Common Course Numbering Outlines <i>Ratification: Need additional information from the state to implement outlines.</i>
<b>Hellerman, Steve</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Hiten, Vanesse</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.6]18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Hogrefe, Richard</b> Common Course Numbering Categorical Funds	CHC	09/11/24	10/10/24	\$57.89	6	\$347.34	Common Course Numbering Outlines <i>Ratification: Need additional information from the state to implement outlines.</i>
<b>Hogrefe, Richard</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Hughes, Richard</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	20	\$1,157.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Ivy, Krista</b> Library General Funds	CHC	01/21/25	05/22/25	\$64.09	70	\$4,486.30	Library Reference Desk Overload
<b>Jimenez, Sabrina</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	20	\$1,157.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.7|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Kunkel, Cory</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Lamb, Wendy</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Magana, Ashley</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	20	\$1,157.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Mansourian, Farhad</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	20	\$1,157.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>McCool, Karol</b> Library General Funds	CHC	01/21/25	05/22/25	\$70.84	175	\$12,397.00	Adjunct Librarian



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.8|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>McKee, Julie</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>McNamara, Laurence</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	20	\$1,157.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>McNaughton, Ana</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Mello, Brandice</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Montejano, Jordan</b> Tutoring Center General Fund	CHC	01/14/25	05/22/25	\$57.89	342	\$19,798.38	Assistance & Support to Tutors & SI Leaders Tutoring Center



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.9|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Montes, Ashley</b> Library General Funds	CHC	01/21/25	05/22/25	\$68.59	175	\$12,003.25	Adjunct Librarian
<b>Parsa, Masoud</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Patino, George</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Pennington, Annie</b> Library General Funds	CHC	01/21/25	05/22/25	\$70.84	250	\$17,710.00	Adjunct Librarian
<b>Peyton, Allison</b> Library General Funds	CHC	01/21/25	05/22/25	\$68.59	150	\$10,288.50	Adjunct Librarian
<b>Peyton, Allison</b> Library General Funds	CHC	08/12/24	12/17/24	\$68.59	150	\$10,288.50	Adjunct Librarian <i>Amendment: Originally submitted to July 11, 2024 Board for Fall 2024, however the hourly rate was incorrect.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.10|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Pfahler, Diane</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Pritchard, Bekki Jo</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Ramirez, Thomas</b> Office of Instruction General Fund	CHC	07/25/24	08/09/24	\$57.89	20	\$1,157.80	Labs moved from North to Central Complex to include Physics, Geology, and Anthropology <i>Ratification: Hours were missed or increased.</i>
<b>Reichert, Nicholas</b> Tutoring Center General Fund	CHC	01/21/25	05/22/25	\$70.89	140	\$9,924.60	Overload Non-Instructional Faculty
<b>Reitsma, Adelina</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.11|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Stupin, Mary</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	20	\$1,157.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Urbanovich, Jimmy</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	20	\$1,157.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Williams, Gary</b> Honors Program General Fund	CHC	08/12/24	12/20/24	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Barnett, Kellie</b> Integrated Bilingual Authorization Program Grant Fund	SBVC	07/01/23	12/30/23	\$57.89	22	\$1,273.58	Integrated Bilingual Authorization Program <i>Ratification: The Social Science Division Office was not notified about this grant</i>
<b>Barnett, Kellie</b> Integrated Bilingual Authorization Program Grant Fund	SBVC	01/02/24	06/30/24	\$57.89	22	\$1,273.58	Integrated Bilingual Authorization Program <i>Ratification: The Social Science Division Office was not notified about this grant.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.12|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Barnett, Kellie</b> Integrated Bilingual Authorization Program Grant Fund	SBVC	07/01/24	12/30/24	\$57.89	22	\$1,273.58	Integrated Bilingual Authorization Program <i>Ratification: The Social Science Division Office was not notified about this grant.</i>
<b>Barnett, Kellie</b> Integrated Bilingual Authorization Program Grant Fund	SBVC	01/02/25	03/25/25	\$57.89	22	\$1,273.58	Integrated Bilingual Authorization Program
<b>Bernardo, Yecica</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$70.84	422	\$29,894.48	Adjunct Counseling
<b>Bernardo, Yecica</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$70.84	120	\$8,500.80	Adjunct Counseling
<b>Bowyer, Rumeisha</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$64.09	422	\$27,045.98	Adjunct Counseling
<b>Bowyer, Rumeisha</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counseling
<b>Brown, Janeth</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$70.84	422	\$29,894.48	Adjunct Counseling
<b>Brown, Janeth</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$70.84	120	\$8,500.80	Adjunct Counseling
<b>Burckel, Georgia</b> Middle College Grant Fund	SBVC	01/06/25	06/30/25	\$70.84	480	\$34,003.20	Adjunct Counselor Middle College
<b>Castillo, Michelle</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$64.09	422	\$27,045.98	Adjunct Counseling
<b>Castillo, Michelle</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counseling





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.13|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Chiem, Vinh</b> Off-Campus Program Fund	SBVC	01/06/25	06/30/25	\$70.84	480	\$34,003.20	Adjunct Counselor Dual Enrollment
<b>Dennett, Loni</b> SAS (DSPS) Categorical	SBVC	01/06/25	05/23/25	\$70.84	422	\$29,894.48	Counseling
<b>Dennett, Loni</b> SAS (DSPS) Categorical	SBVC	05/27/25	06/30/25	\$70.84	138	\$9,775.92	Counseling
<b>Doyle, Alicia</b> Science Division General Fund	SBVC	09/23/24	09/23/24	\$57.89	3	\$173.67	Chemistry Lab Faculty Assistance <i>Ratification: Additional faculty support was needed in class.</i>
<b>Ellis, Pamela</b> Instruction Office-General	SBVC	08/01/24	12/20/24	\$57.89	201	\$11,635.89	Writing Center Extended Hour Faculty Oversight <i>Ratification: The original board submission did not get placed on the August agenda as intended.</i>
<b>Ellis, Pamela</b> Instruction Office-General	SBVC	01/01/25	06/30/25	\$57.89	201	\$11,635.89	Writing Center Extended Hour Faculty Oversight
<b>Gallo, Cyndy</b> SAS (DSPS) Categorical	SBVC	01/06/25	05/23/25	\$64.09	304	\$19,483.36	Counseling
<b>Gallo, Cyndy</b> SAS (DSPS) Categorical	SBVC	05/27/25	06/30/25	\$64.09	96	\$6,152.64	Counseling
<b>Garibay, Thalia</b> Middle College Grant Fund	SBVC	01/06/25	06/30/25	\$70.84	480	\$34,003.20	Adjunct Counselor Middle College
<b>Gonzalez, Stephany</b> Basic Skills Categorical Fund	SBVC	01/06/25	06/30/25	\$66.34	480	\$31,843.20	Adjunct Counselor Middle College
<b>Gutierrez, Arnold</b> Counseling General Fund	SBVC	01/02/25	05/23/25	\$64.09	422	\$27,045.98	Adjunct Counselor - Colton USD



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.14|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Gutierrez, Arnold</b> Counseling General Fund	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counselor - Colton USD
<b>Hall, Courtney</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$70.84	422	\$29,894.48	Adjunct Counseling
<b>Hall, Courtney</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$70.84	120	\$8,500.80	Adjunct Counseling
<b>Hill, Monique</b> EOPS Categorical Funding	SBVC	11/14/24	12/20/24	\$70.12	422	\$29,590.64	EOPS Counselor <i>Ratification: The original board submission did not get placed on the October agenda as intended.</i>
<b>Hill, Monique</b> EOPS Categorical Funding	SBVC	01/06/25	05/30/25	\$70.12	422	\$29,590.64	EOPS Counselor
<b>Hill, Monique</b> EOPS Categorical Funding	SBVC	06/02/25	06/30/25	\$70.12	120	\$8,414.40	EOPS Counselor
<b>Huang, Michael</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$64.09	422	\$27,045.98	Adjunct Counseling
<b>Huang, Michael</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counseling
<b>Jaramillo, Danny</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$64.09	422	\$27,045.98	Adjunct Counseling
<b>Jaramillo, Danny</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counseling
<b>Jauregui, Gomez, Melissa</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$64.09	422	\$27,045.98	Adjunct Counseling
<b>Jauregui, Gomez, Melissa</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counseling



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.15|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Kasouha, Samar</b> Tutoring Center General Fund	SBVC	01/21/25	05/22/25	\$57.89	360	\$20,840.40	Tutoring Center Adjunct
<b>Knight, Denise</b> Integrated Bilingual Authorization Program Grant Fund	SBVC	07/01/23	12/30/23	\$57.89	22	\$1,273.58	Integrated Bilingual Authorization Program <i>Ratification: The Social Science Division Office was not notified about this grant.</i>
<b>Knight, Denise</b> Integrated Bilingual Authorization Program Grant Fund	SBVC	01/02/24	06/30/24	\$57.89	22	\$1,273.58	Integrated Bilingual Authorization Program <i>Ratification: The Social Science Division Office was not notified about this grant.</i>
<b>Knight, Denise</b> Integrated Bilingual Authorization Program Grant Fund	SBVC	07/01/24	12/30/24	\$57.89	22	\$1,273.58	Integrated Bilingual Authorization Program <i>Amendment: The incorrect amount was previously entered. The dates were also incorrect.</i>
<b>Knight, Denise</b> Integrated Bilingual Authorization Program Grant Fund	SBVC	01/02/25	03/25/25	\$57.89	22	\$1,273.58	Integrated Bilingual Authorization Program
<b>Lochard, Armone</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$70.84	422	\$29,894.48	Adjunct Counseling
<b>Lochard, Armone</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$70.84	120	\$8,500.80	Adjunct Counseling
<b>Marquis, Jeanne</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$70.84	422	\$29,894.48	Adjunct Counseling
<b>Marquis, Jeanne</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$70.84	120	\$8,500.80	Adjunct Counseling



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.16|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Martin, Desiree</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$70.84	422	\$29,894.48	Adjunct Counseling
<b>Martin, Desiree</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$70.84	120	\$8,500.80	Adjunct Counseling
<b>McLaren, Amy</b> SSSP Categorical	SBVC	11/12/24	12/20/24	\$64.09	422	\$27,045.98	Adjunct Counseling
<b>McLaren, Amy</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$64.09	422	\$27,045.98	Adjunct Counseling
<b>McLaren, Amy</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counseling
<b>Monarrez, Amador</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$64.09	422	\$27,045.98	Adjunct Counseling
<b>Monarrez, Amador</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counseling
<b>Navarrete, Belinda</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$64.09	422	\$27,045.98	Adjunct Counseling
<b>Navarrete, Belinda</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counseling
<b>Nguyen, Bryan</b> Tutoring Center General Fund	SBVC	01/21/25	05/22/25	\$57.89	360	\$20,840.40	Tutoring Center Adjunct
<b>Nguyen, Duc</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$64.09	422	\$27,045.98	Adjunct Counseling
<b>Nguyen, Duc</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counseling
<b>Ortiz Archila, Robert</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$64.09	422	\$27,045.98	Adjunct Counseling
<b>Ortiz Archila, Robert</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counseling



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.17|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Pelayo, Edgar</b> Strong Workforce Grant Fund	SBVC	11/15/24	12/30/24	\$57.89	50	\$2,894.50	Auto Collision Department Projects
<b>Pelayo, Edgar</b> Strong Workforce Grant Fund	SBVC	01/01/25	02/28/25	\$57.89	50	\$2,894.50	Auto Collision Department Projects
<b>Perez, Alberto</b> Counseling General Fund	SBVC	01/02/25	05/23/25	\$64.09	422	\$27,045.98	Adjunct Counselor - Colton USD
<b>Perez, Alberto</b> Counseling General Fund	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counselor - Colton USD
<b>Perez, Alecia</b> STAR Program- Categorical	SBVC	01/02/25	05/23/25	\$70.84	422	\$29,894.48	Adjunct Counseling
<b>Perez, Alecia</b> STAR Program- Categorical	SBVC	05/27/25	06/30/25	\$70.84	120	\$8,500.80	Adjunct Counseling
<b>Rivera, Amairany</b> Off-Campus Program Fund	SBVC	01/06/25	06/30/25	\$66.34	480	\$31,843.20	Adjunct Counselor Dual Enrollment
<b>Rodriguez, Andrea</b> BSI Categorical	SBVC	01/02/25	05/23/25	\$70.84	422	\$29,894.48	Adjunct Counseling
<b>Rodriguez, Andrea</b> BSI Categorical	SBVC	05/27/25	06/30/25	\$70.84	120	\$8,500.80	Adjunct Counseling
<b>Rollstin-Weiland, Stacy</b> Library General Fund	SBVC	01/14/25	06/30/25	\$70.84	200	\$14,168.00	Adjunct Librarian
<b>Saldana, Daniel</b> Multi Media Categorical fund	SBVC	11/15/24	12/23/24	\$57.89	12	\$694.68	FTVM Adjunct Workshops
<b>Sanchez, Victoria</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$64.09	422	\$27,045.98	Adjunct Counseling
<b>Sanchez, Victoria</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counseling
<b>Schour, Lisa</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$64.09	315	\$20,188.35	Adjunct Counseling



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.18|18]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Schour, Lisa</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$64.09	75	\$4,806.75	Adjunct Counseling
<b>Shea, Jessica</b> Library General Fund	SBVC	01/14/25	06/30/25	\$70.84	200	\$14,168.00	Adjunct Librarian
<b>Solorio, Carlos</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$70.84	120	\$8,500.80	Adjunct Counseling
<b>Solorio, Carlos</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$70.84	422	\$29,894.48	Adjunct Counseling
<b>Steiner, Rebecca</b> Office of Instruction General Fund	SBVC	01/14/25	05/22/25	\$57.89	315	\$18,235.35	Learning Skills and Tutoring Adjunct
<b>Urell, Mary</b> CalWORKs	SBVC	01/02/25	05/23/25	\$70.84	120	\$8,501.16	Adjunct Counseling
<b>Urell, Mary</b> CalWORKs	SBVC	05/27/25	06/30/25	\$70.84	422	\$29,894.48	Adjunct Counseling
<b>Valdez-Flynn, Veronica</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$70.84	120	\$8,500.80	Adjunct Counseling
<b>Valdez-Flynn, Veronica</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$70.84	422	\$29,894.48	Adjunct Counseling
<b>Zuick, Nhan</b> Tutoring Center General Fund	SBVC	01/21/25	05/22/25	\$57.89	360	\$20,840.40	Tutoring Center Adjunct

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Dr. Kevin Horan, President, CHC  
Dr. Gilbert Contreras, President, SBVC  
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services,  
and Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Approval to Pay Stipends

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the payment of stipends per the attached list.

### **OVERVIEW**

The stipends listed on the attachment are submitted for approval.

### **ANALYSIS**

Stipends are based on negotiated agreement between SBCCD and the SBCCDTA and CSEA bargaining units, as applicable.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success

### **FINANCIAL IMPLICATIONS**

The payment of stipends is included in the appropriate 2024-2025 budgets.





## Payment of Stipends

Submitted for Board Approval November 14, 2024

[v.10.25.2024.p.2|2]

### Other 08/16/24 – 12/17/24

#### Zero Textbook cost; MATH-102

*Ratification: Hours were missed or increased.*

Employee Name	Location Assignment	Department	Stipend
Juan, Shirley	CHC	Mathematics Department	\$500.00

### Other 10/10/24 – 12/17/24

#### Nursing Services Program Work

*Ratification: Information was not received in time for prior month's board submission.*

Employee Name	Location Assignment	Department	Stipend
Henrich, Anyssa	CHC	Nursing Services	\$3,878.50

### Other 10/28/24 – 12/06/24

#### Open For Antiracism Program (OFAR) Project

*Ratification: Information was not received in time for prior month's board submission.*

Employee Name	Location Assignment	Department	Stipend
Harris, Kashaunda	CHC	Office of Instruction	\$3,500.00
Juan, Shirley	CHC	Office of Instruction	\$3,500.00
Lopez, Natalie	CHC	Office of Instruction	\$3,500.00
Robertson, Jillian	CHC	Office of Instruction	\$3,500.00
Salt, Kim	CHC	Office of Instruction	\$3,500.00
Thronson, Glen	CHC	Office of Instruction	\$3,500.00



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Approval of Reorganization of Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the reorganization of the employees as indicated in the attached.

### **OVERVIEW**

SBCCD proposed a 2024 District Support Operations Reorganization, effective July 1, 2024, to the Board of Trustees at its June 2024 meeting. The effects of the personnel implications were negotiated with CSEA and agreed upon via an MOU between the SBCCD and CSEA.

### **ANALYSIS**

Both parties mutually agree upon the reorganization on the attached list.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

### **FINANCIAL IMPLICATIONS**

The financial implications resulting from these reclassifications will be an additional cost to the appropriate 2024-25 budgets.





## Employee Reorganization

Submitted for Board Approval November 14, 2024

[v.10.28.2024.p.1|1]

Employee Name Location Assignment & Department	From	To	Effective Date
<b>Elizalde, Noemi</b> DSO Fiscal Services	Senior Accountant Classified Schedule Range 46, Step F	Budget Analyst Classified Schedule Range 54, Step C	01/01/25
<b>Menge, Erika</b> DSO Facilities Planning	Administrative Coordinator Classified Schedule Range 45, Step F	Campus Project Manager Management Schedule Range 17, Step A	01/01/25
<b>Malone, Arliss</b> DSO Payroll	Senior Payroll Technician Classified Schedule Range 46, Step E	Human Resource & Payroll Analyst Confidential Schedule Range 19, Step C	01/01/25

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Dr. Gilbert J. Contreras, President, SBVC  
Dr. Kevin Horan, President, CHC  
Steven J. Sutorus, Business Manager

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Approval to Serve Alcoholic Beverages at a Campus Event

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve this request to serve alcoholic beverages.

Event & Location	Sponsoring Group	Date & Time	Type of Alcohol
CHC Paul and Joann Barich Naming Ceremony	President's Office	11/20/2024 5:30pm – 6:30pm	Beer, Wine

### **OVERVIEW**

The possession, sale or furnishing of alcohol on campuses is governed by California law. It is a violation of SBCCD policy for anyone to consume or possess alcohol anywhere on campus without prior District approval. Organizations or groups violating alcohol policies may be subject to sanctions.

The decision to serve alcoholic beverages at the event(s) listed above has been agreed to by campus management.

### **ANALYSIS**

This request meets the requirements of SBCCD Board Policy and Administrative Policy 3560 on Alcoholic Beverages and California law. The appropriate paperwork has been filed through the Business Services office to obtain the appropriate licenses.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications associated with the approval of this board item.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Steven J. Sutorus, Executive Director, Business & Fiscal Services

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Approval of Conference Requests

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached conference requests.

### **OVERVIEW**

Faculty and staff attend conferences for various purposes, including professional growth and development, networking with industry peers, discussing best practices, and learning about emerging issues. The SBCCD travel and conference process is covered by Administrative Procedure 7400. All requests must be approved by the appropriate administrator as listed:

- For employee travel, the traveler's immediate supervisor.
- For student travel, the College President.
- For the Chancellor's travel, the Board Chair, or other designated Board Member.
- For Board Member travel, the Board Chair or designee.

Additionally, conference expenses must be approved by the budget responsibility center managers and Business Services. If total estimated expenses exceed \$5,000 per person, or travel is outside the contiguous United States, the request must also have prior Board approval.

### **ANALYSIS**

The requests to attend conferences on the attached are either estimated to result in expenses exceeding \$5,000 per person, and/or involve travel outside the contiguous United States.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

The cost of these conferences is included in the appropriate budget funds indicated on the attached and are approved by supervising managers through the District's financial system.





# Conference Requests

Submitted for Board Approval November 14, 2024

[v.10.24.2024.p.1|1]

Requestor	Conference
<p><b>Site</b> SBVC</p> <p><b>Name &amp; Department</b> Sergio Zazueta</p> <p><b>Estimated Cost</b> \$8,750</p>	<p><b>Business Executives Leadership Program</b></p> <p><b>Dates of Travel/Conference</b> 12/5/2024-5/2/2025</p> <p><b>Location</b> Santa Clara CA</p> <p><b>Purpose</b> SBVC Director will gain knowledge on excellence and professionalism in all aspects of public school operations through innovative education, advocacy, and professional networking programs for Finance, Budget Development &amp; Accounting, Communication, Leadership, Operations, &amp; Human Resources.</p> <p><b>Funding Source</b> Administrative Services General Funds</p>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Steven J. Sutorus, Executive Director, Business & Fiscal Services

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Ratification for Contracts at or Above \$114,500

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the contracts on the attached list which are routine in nature, support the ongoing operation of the District, and have a total contract cost at or above \$114,500.

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. District staff is presenting the attached purchase and/or contract requests, which meet or exceed the formal bid limits, for Board approval in the form of ratification.

### **ANALYSIS**

The California Board of Governors sets the formal bid limit for procurement of goods and/or services on an annual basis. The formal bid limit for the current calendar year has been set at \$114,500. Ratification of the contracts on the attached list will allow for the successful ongoing operation of the District. Construction services are not included in this board item.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

The attached purchase and/or contract requests have been budgeted for via purchase requisition.





**Contracts At or Above \$114,500**  
Submitted for Ratification November 14, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30315	New York Public Radio	Broadcasting Rights	KVCR	KVCR	\$ 115,000.00		
30340	Watermark Insights LLC	Software/Licensing	DSO	TESS	\$ 179,414.15		
23791	HMC Architects	Professional Services Amendment 19	SBCCD	Facilities	\$ 5,634,710.80		\$ 12,940.00
30381	Dell Marketing LP	This is to set the not to exceed amount CMAS	SBCCD	Facilities	\$ 10,000,000.00		
30382	KYA Services LLC	This is to set the not to exceed amount CMAS	SBVC	Admin Services	\$ 5,000,000.00		
30388	JP Marketing	Professional Services	CHC	Instruction	\$ 258,000.00		
CC01	SafeworkCM	Project Management Bond Projects at SBVC	SBCCD	Facilities	\$ 7,406,435.00		\$ 195,453.09
CC02- 3635	Wenger Music Center	Piggyback Bid Region 4 Education Service Center	SBCCD	Facilities	\$ 800,000.00		
CC01- 3601	Workrite Ergonomics, LLC	This is to set the not to exceed amount CMAS	SBCCD	Facilities	\$ 4,000,000.00		

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Heather M. Madole, Administrative Officer

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Approval of Individual Memberships

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached list of individual memberships.

### **OVERVIEW**

The County of San Bernardino District Financial Services Division requires certification of Board minutes, that are in accordance with provisions of legal codes for the State of California, to pay invoices for memberships. Whenever possible, SBCCD purchases institutional memberships to be used districtwide. The individual requesting membership has reviewed, and confirms, the District does not currently subscribe to an institutional membership and the association to which they are requesting membership only offers Individual memberships. The memberships requested are related to job duties and functions to promote and advance our institutions and students.

### **ANALYSIS**

Education Code Section 35172 (d) Subscribe for membership for any school under its jurisdiction in any society, association, or organization which has for its purpose the promotion and advancement of public or private education. (e) Subscribe for membership in, or otherwise become a member of, any national, state, or local organization of governing boards of school districts or members thereof which has for its purposes the promotion and advancement of public education through research and investigation, and the cooperation with persons and associations whose interests and purposes are the betterment of the educational opportunities of the children of the state.

Education Code Section 35160.1 (a) The Legislature finds and declares that school districts, county boards of education, and county superintendents of schools have diverse needs unique to their individual communities and programs. Moreover, in addressing their needs, common as well as unique, school districts, county boards of education, and county superintendents of schools should have the flexibility to create their own unique solutions. (b) In enacting Section 35160, it is the intent of the Legislature to give school districts, county boards of education, and





county superintendents of schools broad authority to carry on activities and programs, including the expenditure of funds for programs and activities which, in the determination of the governing board of the school district, the county board of education, or the county superintendent of schools are necessary or desirable in meeting their needs and are not inconsistent with the purposes for which the funds were appropriated. It is the intent of the Legislature that Section 35160 be liberally construed to affect this objective. (c) The Legislature further declares that the adoption of this section is a clarification of existing law under Section 35160.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

Membership associated with this board item are included in the funding source as attached.



## Individual Memberships

Submitted for Approval November 14, 2024

[v.10.31.2024.p.1|1]

SITE, INDIVIDUALS, AND AMOUNT	MEMBERSHIP AND FUNDING SOURCE
<p><b>DSO, SBVC, CHC</b>            Heather Madole            Jesse Neimeyer-Perez            Cyndie St. Jean            Brooke Quinones            Daniella Esparza            Raquel Perez            \$450 total</p>	<p><b>National Association of Presidential Assistants in Higher Education</b>            General Fund - Chancellor, FAM, E&amp;SS, HR, CHC President, SBVC President</p>
<p><b>CHC</b>            Troylynn Dial            \$150</p>	<p><b>Southern California Intersegmental Articulation Council (SCIAC)</b>            General Fund – Counseling &amp; Guidance</p>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Steven J. Sutorus, Executive Director, Business & Fiscal Services

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Approval of Surplus Property and Authorize Donation

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the surplus and donation of laptop computers to the Mu Xi Lambda Chapter of the Alpha Phi Alpha Fraternity.

### **OVERVIEW**

SBCCD's TESS Department wishes to surplus the items which are no longer used by the District. Education Code 81452 (c) provides that the governing board may, by unanimous vote, declare property of insignificant value as surplus and donate the surplus property to a charitable organization. The items to be donated are: 114 laptop computers. The estimated value of the donation is \$14,250.

### **ANALYSIS**

SBCCD no longer uses these items and they are non-essential to ongoing operations. The Mu Xi Lambda Chapter of the Alpha Phi Alpha Fraternity has examined the equipment and is willing to accept the donation for use in supporting their mission.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

Approval of this Board item results in no cost to the District.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Steven J. Sutorus, Executive Director, Business and Fiscal

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

### **RECOMMENDATION**

It is recommended that the Board of Trustees declare the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

### **OVERVIEW**

California Education Code 81452 states that if a governing board, by a unanimous vote of those members present, finds that property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold at private sale without advertising or disposed of.

### **ANALYSIS**

The items listed on the attached have been identified as obsolete and no longer usable. Upon approval by the board, they will be sold or disposed of through reputable auction houses and/or salvage companies.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

Funds for materials sold will be provided to the district after auction and positively impact the budget.



Non-Fixed Assets Surplus Report  
November 14, 2024

Description	Quantity (ea)
Dell Optiplex 7450 Computers	7
Dell Precision 5810 Computer	1
Dell Optiplex 7440 Computers	3
Dell 1909 Monitor	1
Samsung DMSSD	2
Cisco 7940 Phones	81
Fortinet 1500D	1
Cisco Catalyst 3750 Switch	2
Cisco Catalyst 2950 Switch	1
Cisco 7811 Phone	1
Cisco 3700 Series Switch	1
Dell Optiplex 3050 AIO Computers	8
Dell P2210 Monitor	3
Dell Latitude E6500 Laptop	3
Misc AV Equipment	33
Dell Chomebook 3100	12
HP Deskjet Printer	1
Dell Optiplex 3240 Computer	2
Hitachi Projectors	2
Panasonic DVD/VHS Player	5
Dell Latitude E7470 Laptop	1
Extreme Switches	16
Microsoft Surface Studio	1
Xerox Printer	1
Atlas Clock	1
Toshiba DVD Player	3
Apple Keyboard	1
Surface Dock	1
Cisco 7970 Phone	1
Cisco 7960 Phone	4
Cisco Power Kit	1
Cisco 7914 Expansion Modules	2
Laptop Cases	2
Samsung Tablets	47
Samsung TV	2

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Farrah Farzaneh, Executive Director, Facilities Planning, Construction, & Sustainability

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Ratification of Master Services Agreements and Task Orders for Bond Construction

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify Master Services Agreements and Task Orders as indicated on the attached list.

### **OVERVIEW**

To support the Measure CC Bond Program, SBCCD has created various shortlists of professional service consultants for specific pre-design, and engineering disciplines in accordance with the established Request for Qualifications process. These prequalified shortlists include:

- Architectural & Engineering
- California Environmental Quality Act/National Environmental Policy Act
- Civil Surveying
- Commissioning
- Division of the State Architect Inspector of Record
- Estimating
- Facility Move Management
- Furniture, Fixtures, & Equipment (FF&E) Design, Procurement & Installation Coordination
- Geotechnical
- Hazardous Material Assessment
- Landscape Architecture
- Mechanical, Electrical, and Plumbing Engineering
- Special Inspection & Material Testing

As consulting firms are needed, Requests for Task Order Proposals are issued to the firms of each applicable shortlist. If selected, a Master Services Agreement with the chosen firm is executed, and the Task Order awarded.

### **ANALYSIS**

Requests for Task Order Proposals are issued to all prequalified professional services consultants within the related pool. Unlike construction contracts, which are awarded by low bid, professional consulting contracts are awarded based on best value.



Each proposal is assessed by a committee comprised of representatives from the Facilities Department, campus staff, program management team, and other District stakeholders as appropriate. A qualitative evaluation based on weighted criteria (including fee, technical approach, project experience, key personnel, and delivery schedule) is performed to determine which firm's proposal provides SBCCD with the best value for the Task Order.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

The costs will be included in the Bond Construction budget.



# Master Services Agreements & Task Orders for Bond Construction

## Submitted for Ratification November 14, 2024

[v.10.22.2024.p.1|1]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed
<b>*Koury Engineering</b> Chino, CA	Special Inspections and Material Testing Services 2/13/2020	\$140.00	CHC	Replacement of Existing Cooling Towers	CC03-3640.09 (TO#02-054.2) Special Inspections and Material Testing Services	9/9/2024
<b>*Koury Engineering</b> Chino, CA	Special Inspections and Material Testing Services 2/13/2020	\$5,792.10	CHC	Public Safety Training Center	CC03-3640.09 (TO#01-055.2) Special Inspections and Material Testing Services	9/9/2024
<b>TYR, Inc.</b> Huntington Beach, CA	Division of the State Architect Inspector of Records Services 5/13/2021	\$1,200.00	CHC	Public Safety Training Center	CC03-3640.10 (TO#10-029.0) Division of the State Architect Inspector of Records Services	9/14/2024

\*Issued as a supplement to an existing Task Order.





# Task Order Selection Summary

**Campus & Project:** Crafton Hills College — Public Safety Training Center

**Task Order Awarded to:** TYR, Inc.

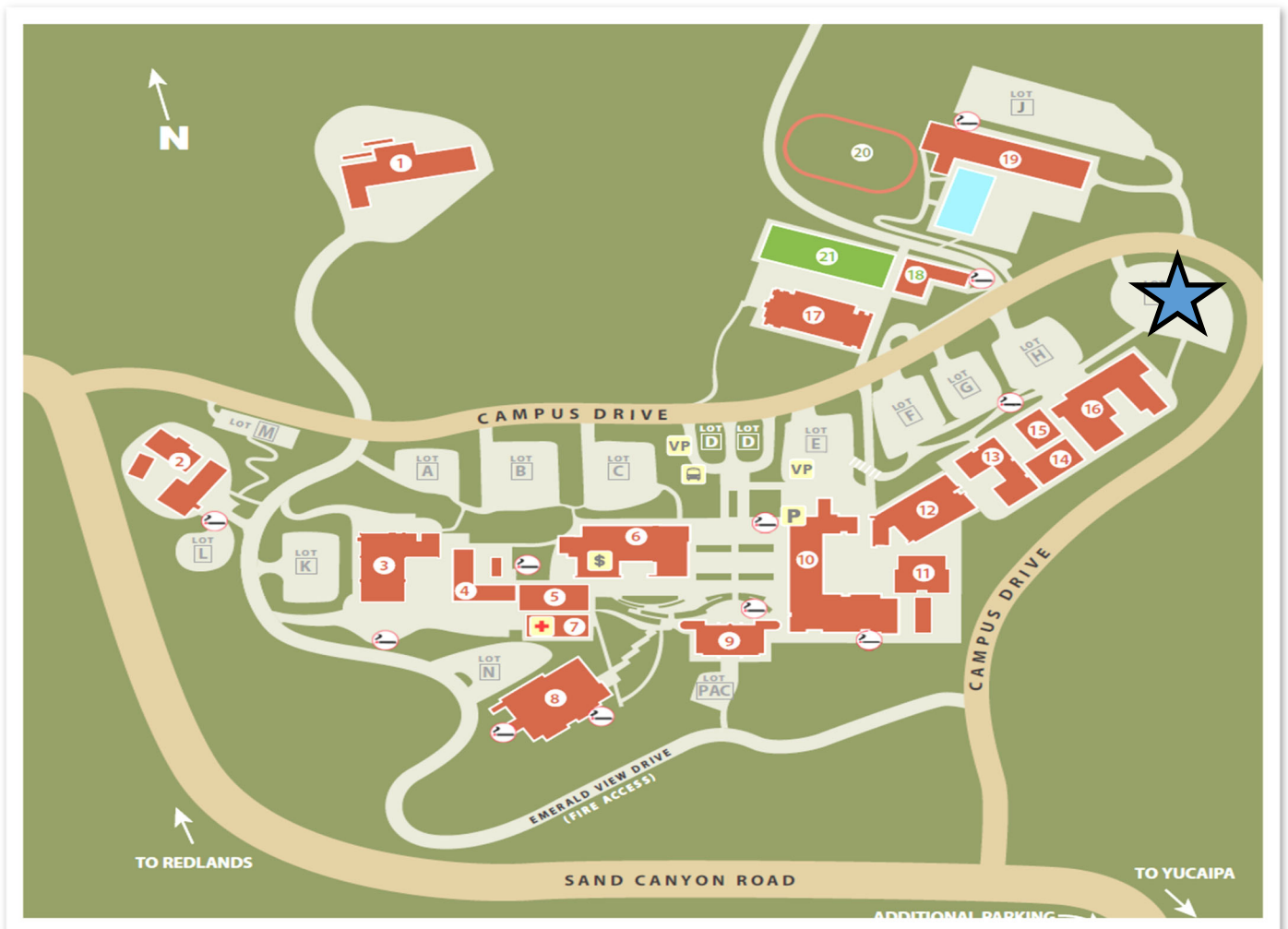
**Task Order Executed:** September 25, 2024

**Amount:** \$ 1,200.00

**Selection Summary:**

TYR, Inc. was awarded this Task Order on direct procurement of professional services. The required services for this project was very minimal and TYR is currently performing IOR services for other Crafton Hills projects. This allowed TYR to provide services at a more economical cost.

## Direct Procurement





### SBCCD OLYMPICS KICK OFF WITH ENTHUSIASM

SBCCD celebrated the first SBCCD Olympics, fostering team building and collaboration across our district sites. Through friendly competition and sportsmanship, we strengthened relationships and reinforced a sense of community. This initiative, led by President Horan, exemplifies how every team member is a vital part of the SBCCD family, showcasing laughter, camaraderie, and belonging.



11.14.2024

### CHANCELLOR'S REPORT



### CELEBRATING NEW LAW TO EXPAND EBT AND CALFRESH ON CAMPUSES

SBCCD celebrated the passage of AB 2033 at SBVC's Den Coffee Shop. AB 2033, authored by Assembly member Eloise Gómez Reyes, requires community colleges and California State Universities to accept EBT payments on campus, increasing access to CalFresh benefits for students across the state. This new law helps low-income students

*cont. on page 3*

### SBCCD WINS CLIMATE ACTION AWARD

SBCCD has been selected to receive the Climate Action Leadership Award for the California Community College system. This recognition, presented by the Board of Governors, highlights our district's commitment to sustainability and climate action. A special thank you goes to Executive Director of Facilities Planning,

*cont. on page 3*





## CRAFTON HILLS COLLEGE HOSTS SUCCESSFUL FIRST CSUSB ADMIT DAY



The inaugural CSUSB Admit Day at Crafton Hills College on August 20 was a resounding success, marking a significant achievement in mid-year transfer promotion.

The event, designed to encourage students to consider transferring for the Spring 2025 term, saw strong participation and enthusiasm.

California State University, San Bernardino (CSUSB) brought a team of 20 staff members to Crafton Hills College. The team came prepared with a range of props, a photo backdrop, and even the CSUSB mascot, Cody the Coyote, accompanied by Ryker, ensuring the event was lively and fun.

Forty-Six CHC students attended the event, and 43 were successfully admitted to CSUSB for the Spring 2025 term—a notable achievement considering that most students typically apply for the Fall semester. This event showcased a creative and effective way to promote mid-year transfers, offering students an alternative pathway to achieving their academic goals.

## SBVC'S CREDIT FOR PRIOR LEARNING PROGRAM RANKED 8TH IN CALIFORNIA



San Bernardino Valley College is committed to helping every student meet their educational goals, with Credit for Prior Learning (CPL) being one tool in its arsenal. This new program is already having an impact, with SBVC ranked eighth in Potential CPL Savings and Preservation of Funds, 20-Year Impact, and College Metrics.

CPL is part of the California MAP (Mapping Articulated Pathways) Initiative, which awards credits to working adults and veterans for skills and knowledge picked up outside of a traditional college classroom. These credits could come from military service and training, receiving industry recognized credentials or taking the College Level Examination Program (CLEP) and College Credit by Examination (DSST) tests.

Students can receive up to 45 units through CPL, allowing them to save money and reach graduation faster. SBVC's CPL program associates have reviewed courses across 79 academic areas, and the CPL database is regularly being updated with qualified classes.

The CPL team spent two years getting the program ready to launch in Spring 2024, collaborating with faculty, counselors, and work force development. Dr. Stephanie Lewis, Dean of Mathematics, Business & Computer Information Technology, applauded several SBVC staffers for being instrumental in the success of CPL, including evaluators Julie Ulloa and Sylvia Romo; Veterans Services Coordinator Jason Alvarez; CPL Counselor/Facilitator Ryan Hogan; Veterans Counselor Deanna Kelly-Silagay; CPL Program Associates Kevin Memminger and Demond Littles; and web developer Matthew Kim.

# YOUR TAX DOLLARS AT WORK: CAMPUS TRANSFORMATION UNDERWAY AT CRAFTON HILLS

Exciting construction progress is being made at Crafton Hills College, with key projects moving forward to enhance our campus and better serve students and the community.

## ➤ Crafton Hall Renovation

Demolition is mostly completed, and underground plumbing work is finishing up. Framing is set to begin soon, marking the next phase of this important renovation project.

**Scheduled completion: May 2025**



## ➤ Performing Arts Center

Framing, electrical, plumbing, and mechanical systems are currently being installed. Once completed, this state-of-the-art facility will serve as a premier venue for student performances and community events.

**Scheduled completion: June 2025**



These projects will create modern, dynamic spaces for learning, performing, and community engagement, all while improving the overall student experience at Crafton Hills College.



*cont. from page 1*

use their CalFresh benefits on campus, addressing food insecurity. This initiative, which SBCCD promoted, ensures that campuses statewide adopt this critical support system.

SBCCD promoted our basic needs services, including food pantries and assistance with CalFresh applications. We're already working on becoming EBT retailers at San Bernardino Valley College and Crafton Hills College,

ensuring students can use CalFresh benefits on campus. By expanding access to food benefits, we're helping students stay in school, graduate, and strengthening our communities and local economy.

*cont. from page 1*

Sustainability & Construction Farrah Farzaneh and her team. Their collaboration with our campuses has been instrumental in achieving this award.

Through their dedicated efforts, we've made significant progress in environmentally responsible practices as we continue to modernize our educational spaces. The award will be presented at the Board of Governors Energy and Sustainability Awards in Sacramento.

Thank you to everyone who has contributed to this achievement. We are proud of the collective efforts that make SBCCD a leader in climate action and sustainability!

## COMMUNITY BONDS STRENGTHENED AT COPTOBER FEST



The SBCCD Police Department proudly joined the San Bernardino Police Department's third annual "Coptoberfest" at the San Bernardino Police Station, a community event aimed at strengthening relationships between local residents

and law enforcement. Featuring vendor booths, games, live entertainment, and a variety of food options, Coptoberfest provided a fun, family-friendly atmosphere for building trust and cooperation. Through events like these, the SBCCD Police Department supports its mission to be a regional leader and partner in addressing community issues.





# MULTI-CRAFT CORE CURRICULUM APPRENTICESHIP READINESS COMPLETION CEREMONY




SBCCD proudly celebrated the graduation of seventeen individuals from its Multi-Craft Core Curriculum Apprenticeship Readiness program. In partnership with the Anti-Recidivism Coalition (ARC) of Los Angeles, this milestone marks a transformative achievement for justice-impacted participants, who have gained essential skills and training for sustainable careers in the trades.

## KEY PROGRAM HIGHLIGHTS

 **Hands-On Skills Training:** Participants completed practical training in various trades, preparing them for apprenticeships and long-term employment opportunities.

 **Mentorship & Career Coaching:** ARC provided mentorship and career coaching, guiding participants through career planning, job searching, and industry insights.

 **Life Coaching:** In addition to technical skills, the program emphasized personal growth and resilience, fostering a positive mindset and readiness for life's challenges.

This program's success highlights the power of partnerships like SBCCD and ARC in creating meaningful opportunities for those facing barriers. As these seventeen graduates move forward, they carry the skills, confidence, and community support to build successful careers and lasting positive change in their lives.

For more information about the Multi-Craft Core Curriculum Apprenticeship Readiness program and future enrollment opportunities, please contact Yohanna Tesfay at [ytesfay@sbccd.edu](mailto:ytesfay@sbccd.edu).

## CELEBRATING NEW LAW TO COMBAT COLLEGE STUDENT HUNGER

Governor Newsom has signed Assembly Bill 2033, expanding EBT and CalFresh access on college campuses across California, thanks to Assemblymember Eloise Gomez-Reyes and SBCCD's advocacy. This legislation is a significant step in addressing food insecurity among students, ensuring they have the resources they need for academic success.



SBCCD's partnership with the California Student Aid Commission and our dedicated student advocates has been key in achieving this milestone.

### How AB 2033 Impacts Community College Students

- **Expanded EBT Access:** By September 1, 2025, all California Community College campuses with a general or food store must apply to accept EBT cards for food purchases, supporting student use of CalFresh benefits on campus.
- **Basic Needs Updates:** Campuses will update basic needs resources to include a link to the USDA's SNAP Retail Locator, guiding students on where to use their benefits.
- **Supporting Student Success:** These changes aim to reduce food insecurity, ensuring students have access to essential resources to focus on their education.

With this new legislation, SBCCD continues to champion student well-being, creating a more supportive and accessible environment for all.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Nohemy Ornelas, Vice Chancellor of Educational and Student Support Services

**PREPARED BY:** Dr. Christopher Crew, Executive Director of Research, Planning, and Institutional Effectiveness

**DATE:** November 14, 2024

**SUBJECT:** Strategic Plan Goal - 3 Status Updates

### **RECOMMENDATION**

This item is for information only and no action is necessary.

### **OVERVIEW**

The current document provides a review of important actions and highlights related to Goal 3 (Be a Leader and Partner in Addressing Regional Issues).

### **ANALYSIS**

SBCCD's recent achievements underscore its focus on workforce development, community partnerships, and digital outreach. A few highlights include collaboration with the California Department of Corrections, SBCCD has helped justice-involved individuals secure employment, while its work with Senator Aisha Wahab has advanced efforts to promote workforce equity.

### **SBCCD GOALS**

Be a Leader and Partner in Addressing Regional Issues.

### **FINANCIAL IMPLICATIONS**

There are no financial implications.



# MONTHLY STATUS UPDATE

## Goal 3: Be a Leader and Partner in Addressing Regional Issues



### KVCR ENGAGEMENT

KVCR staff visited Urbita Elementary for Career Day, engaging with 80 students about media careers and promoting its Film, Television, and Media (FTVM) program.

### SOCIAL AWARENESS

Social media campaigns for the YES Program collaboration and SBCCD's Multi-Craft Core Curriculum graduations generated over 31,177 views.

### COMMUNITY PARTNERSHIPS

SBCCD has engaged in the Thrive Initiative Grant in collaboration with the City of Rialto.

### OUTCOMES ACHIEVED

SBCCD teamed up with Senator Aisha Wahab to develop Assembly Bill 1321, which aims to enhance opportunities for disadvantaged and underrepresented workers through improved hiring, training, and professional advancement. This collaboration seeks to strengthen the workforce by providing essential support and resources to these communities.



Information on SBCCD's indigenous history will be included in the new Facilities Master Plan.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** DR. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Heather M. Madole, Administrative Officer

**DATE:** November 14, 2024

**SUBJECT:** Board Master Planning Action Calendar

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

The Board Master Planning Action Calendar is a schedule of items for board discussion or action. Board items are subject to change and are updated and posted in the monthly board business meeting agendas.

### **ANALYSIS**

The Board Master Planning Action Calendar serves as a blueprint that can be used to improve planning and increase transparency districtwide.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.





# BOARD MASTER PLANNING ACTION CALENDAR\*

Presented for Information November 14, 2024

<b>MONTHLY</b>	<b>Consent Agenda</b>	<p><b>INSTRUCTION/STUDENT SERVICES</b></p> <ul style="list-style-type: none"> <li>Curriculum Modifications</li> <li>Donations</li> </ul> <p><b>HUMAN RESOURCES</b></p> <ul style="list-style-type: none"> <li>Classification Advancements for Academic Employees</li> <li>Non-instructional Pay, Stipends, and Reduced Workload</li> <li>Tuition Reimbursement</li> <li>Employment Contracts</li> <li>Promotions, Transfers, Reclassifications, Step Advancements</li> <li>New Hires (Adjuncts, Substitutes, Classified, Management, Temporary, Interim, Permanent)</li> <li>Job Descriptions and Revised Salary Schedules</li> <li>CSEA/CTA/POA Agreements</li> </ul>	<p><b>BUSINESS &amp; FISCAL SERVICES</b></p> <ul style="list-style-type: none"> <li>Alcoholic Beverages</li> <li>Board Policies (Final Approval)</li> <li>Conferences Over \$5K or Outside US</li> <li>District/College Expenses</li> <li>Individual Memberships</li> <li>Surplus Property &amp; Authorization for Private Sale or Disposal</li> <li>Contracts Above Bid Limit</li> <li>Resolution: Fund Balance Transfer</li> <li>Ratification of Interfund Transfers</li> <li>Signature List Changes</li> </ul>	<p><b>FACILITIES</b></p> <ul style="list-style-type: none"> <li>Informal Bid Award (UCCAP)</li> <li>CBOC Appointees</li> <li>Award RFQ/RFP/Bids &amp; Contracts</li> <li>Master Service Agreement &amp; Task Orders For Bond Construction</li> <li>Small Scale Construction Contract Award</li> </ul>
	<b>Information Items Reports/Updates</b>	<p><b>OFFICE OF THE CHANCELLOR</b></p> <ul style="list-style-type: none"> <li>Applause Recognition</li> <li>Retirements</li> <li>Board Committee Reports</li> <li>Reports from Represented Groups</li> <li>Board Master Planning Action Calendar</li> </ul>	<p><b>BUSINESS &amp; FISCAL SERVICES/FACILITIES</b></p> <ul style="list-style-type: none"> <li>Board Policies (1st Reading)</li> <li>Budget Revenue &amp; Expenditure Summary</li> <li>General Fund Cash Flow Analysis</li> <li>Purchase Order Report</li> <li>Contracts Below Bid Limit</li> <li>Construction Change Orders and Amendments – Bond/Non-Bond</li> <li>KVCR Update</li> </ul>	<p><b>HUMAN RESOURCES</b></p> <ul style="list-style-type: none"> <li>CSEA/CTA/POA MOUs</li> <li>Professional Expert, Short-Term, and Substitute Employees</li> <li>Resignations</li> <li>Retirements</li> <li>Volunteers</li> </ul>

## JANUARY

- Legislative Priorities and State Budget Priorities
- 2022-2027 SBCCD Strategic Plan Mid-Year Update (Goals 1-4)
- 2022-2027 SBCCD Strategic Plan (begin renewal mid-year for approval in August)
- § 53003. Updated District EEO Plan Presentation and ACTION (with comments from CCCCCO)
- EEO Plan (monitor, evaluate, and report annually)
- Adopt Budget Calendar (by 2/1)
- Budget Directives 1<sup>st</sup> Reading (BFC)
- Campus Advisory Committees

## FEBRUARY

- Apportionment Attendance and FTES Calculation Report (CCFS 320) P1
- 2022-2027 Strategic Plan Update (Goal 1)
- Sabbatical Leave Requests (name faculty, college, & term)
- Budget Directives (by 3/1)
- Nonresident Tuition and Capital Outlay Fees (by 3/1)
- Review and Affirmation of Guiding Principles for FCC Auction Proceeds PRST Account
- Review and Approve Guiding Principles for KVCR PRST Account

## MARCH

- Regular Meeting Dates for the Board of Trustees
- 2022-2027 Strategic Plan Update (Goal 2)
- Classified Employee of the Year Endorsement (by 3/15)
- Review Tenure/Tenure Contracts
- Selection of Auditor (before 4/1)
- Quarterly Certified Financial Status Report (Oct-Dec)
- Quarterly Investment & Deposit Report (Oct-Dec)
- CBOC Annual Report Presentation (by 3/31)
- CCC Classified Employee of the Year Nomination

**BOARD MASTER PLANNING ACTION CALENDAR\***

Presented for Information November 14, 2024

**APRIL**

- Trustee Handbook
- Student Trustee Privileges (by 5/15)
- P&Ps: 2100 (every two years on even election years),
- 2022-2027 Strategic Plan Update (Goal 3)
- 4/10 Alternate Summer Work Schedule MOU

**MAY**

- Recognition of Outgoing Student Trustees
- P&Ps: 6320 (annual; last approved 4/2023); 4235 (every three years; last approved 5/13/21)
- 2022-2027 Strategic Plan Update (Goal 4)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P2
- Preliminary Budget & Presentation (optional strategy session)
- Resolution: Interfund Transfers for Next Fiscal Year

**JUNE**

- Presentation: Administer Oath of Office to New Student Trustees
- New Student Trustee Orientation Information
- Executive Summary of Goals 1-4 (Board Retreat)
- Presentation: DEIA (HR)
- Employment Contracts for Academic and Classified Managers
- Employment Contract for Chancellor
- Salary Placement for Executive Management (3-year placement)
- Adopt Tentative Budget (by 7/1)
- Authorized Signature List for Next Fiscal Year
- Resolution: Expenditures of Prop 30 EPA Funds
- Resolution: Signature Authorizations for State of CA Department of Rehabilitation, Department of Education, Department of Corrections and Rehabilitation, and Department of Social Services
- Resolution: GANN Limit
- Sole Source Suppliers for Fiscal Year
- 2023-2028 CHC & SBVC Educational Master Plan
- 2023-2028 DSO Plan
- District Bank Accounts
- Resolution: Increase Board Compensation and Approve Excused Absences
- Fiscal Year Meals, Refreshments on District and College Expenses
- Quarterly Financial Status Report (Jan-Mar)
- Quarterly Investment & Deposit Report (Jan-Mar)
- Five-Year Construction Plan (CCCCO annual requirement)

**BOARD MASTER PLANNING ACTION CALENDAR\***

Presented for Information November 14, 2024

**JULY**

- Resolution: Transfer of Appropriations for the Fiscal Year
- 2020-2023 District Technology Strategic Plan (2020)

**AUGUST**

- P&Ps: 2745, 2435, 1100, 1200
- Reaffirm Mission, Vision, Values (2022)
- 2022-2027 Strategic Plan (begin renewal mid-year for approval in August)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P3
- Final Budget Presentation (strategy session last Thursday)

**SEPTEMBER**

- Accreditation Midterm Report (due 10/15/24)
- Accreditation Comprehensive Review Occurs Fall 2027
- Prior Year Final Enrollment Fee Revenue Due (CCFS-323 by 9/15)
- Approval of Districtwide Sabbaticals (notice required to employees by 10/1)
- § 53004. EEO Plan Analyses and Annual Report to CCCCCO
- Public Hearing and Final Budget Approval (by 9/15)
- Quarterly Investment & Deposit Report (Apr-Jun)

**OCTOBER**

- P&Ps: Review Schedule
- Academic Calendar
- Emergency Operations Plan
- Annual Security Report
- Initial Proposals to Reopen Negotiations with CSEA/CTA
- Sabbatical Completion Reports (from prior academic year)

**NOVEMBER**

- § 72000 (c)(2)(A); Board to select date and time of annual meeting and notify the county superintendent of schools. Note: Within 15 days of the annual meeting, written notice must be sent to members and members-elect notifying them of the date and time of the annual meeting.
- Full-Time Faculty Obligation Report (110/FFO due by 11/30)

**BOARD MASTER PLANNING ACTION CALENDAR\***

Presented for Information November 14, 2024

**DECEMBER | ANNUAL BUSINESS MEETING**

- Education Code Section 5017 provides: Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the second Friday in December next succeeding his/her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified. The term of the successor shall begin upon the expiration of the term of his/her predecessor.
- Swearing in on or prior to the second Friday in December.
- In election years, Education Code Section 72000 subdivision (c)(2)(A), the annual meeting must occur within a 15-day period that commences with the second Friday in December.
- New Trustee Oath of Office
- Nomination and approval of SBCCD Executive Board
- Certification of Election of Board Chair and Clerk
- Board Member Assignment to the County Committee on School District Organization
- Board Member Assignment to the SBRETC JPA
- Board Member Assignment to Standing BOT Committees. (Note for information: BEC serves as Ethics committee and self-evaluation/chancellor evaluation committees)
- Approve Ex Officio Members of the IFF Board
- New Trustee Orientation (every 2 years on even numbered years, if new trustees are elected)
- Apportionment Attendance and FTES Calculation Report (CCFS 320 by 1/15) P1
- Audit Reports: District, CBOC, KVCR (by 12/31)
- Quarterly Financial Status Report, Jul-Sep
- Quarterly Investment & Deposit Report, Jul-Sep

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Jose F. Torres, Executive Vice Chancellor and  
Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services,  
& Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Consideration of Board Policies for First Reading

### **RECOMMENDATION**

This item is for information only. No action is necessary.

### **OVERVIEW**

AP 2410 | <https://sbccd.edu/ap2410>

Pursuant to Board Policy 2410, policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative Procedures are issued by the Chancellor as statements of method to be used in implementing Board Policy. Such Administrative Procedures shall be consistent with the intent of Board Policy and may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. Administrative Procedures are forwarded to the Board of Trustees, which reserves the right to direct revisions of the Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

### **ANALYSIS**

The following policies and procedures are being forwarded to the Board today for first reading. All have undergone SBCCD's process for Board Policies & Administrative Procedures as outlined in AP 2410. As necessary, they have been reviewed by the Board Policies and Procedures Ad Hoc Committee. Any proposed changes are indicated in the attached recommendations. It is anticipated that these items will appear for second read and final approval on next month's Board agenda.



Policies & Procedures Presented for First Reading
3720 Computer and Network Use
3725 Information and Communications Technology Accessibility & Acceptable Use
3726 Information Security Data Classification
3727 Information Security Access Control
3728 Information Security Physical Security
3729 Information Security Logging & Monitoring
3730 Information Security Remote Access
3731 Information Security Internally Developed Systems Change Control
3732 Information Security: Security Incident Response
3733 Information Security: Security Secure Operations
3734 Information Security: Network Security
3735 Information Security Disaster Recovery
3736 Information Security Cloud Storage
3737 Information Security Payment Card Industry Requirements
5030 Fees
5075 Course Adds, Drops, and Withdrawals
6925 Refreshments or Meals Served at Meetings and District Events

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

This is an information item and does not have any direct financial implications.

**BP****3725 Information and Communications  
Technology Accessibility & ~~Acceptable Use~~**

Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ Both BP &amp; AP Exist

**Reasons for Review**

- > Chapter Lead review of IT security
- > Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)
- > Moving language from below legal reference into the body of the AP.

**Level 2 Review Schedule**

- 08/30/2024 ♦ Recommendation Received
- 09/19/2024 ♦ PPAC Approves Review Level
- 09/20/2024 ♦ Level 2 to Constituents and AS for Feedback
- 10/02/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 10/17/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 11/14/2024 ♦ BOT 1st Read
- 12/13/2024 ♦ BOT Final Approval

**Begin Recommendation for BP 3725 Information and Communications Technology Accessibility & Acceptable Use**

The governing board shall ensure equal access to instructional materials and information and communication technology (ICT) for all and particularly for individuals with disabilities, in a timely manner.

As it relates to equally effective alternative access to instructional materials and ICT, timely manner means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

The Chancellor shall establish administrative procedures to comply with the requirements specified in Section 508 of the Rehabilitation Act and its implementing regulations. The Chancellor shall also establish administrative procedures to enable the District to lawfully manage its use of third-party social media platforms and communication to the general public via third-party social media platforms.

Also see BP/AP 3410 Nondiscrimination, BP/AP 3720 Computer and Network Use, AP 3725 Accessibility and Acceptable Use, BP/AP 5140 Student Accessibility Services, and AP 6365 Contracts – Accessibility of Information Technology.

**References:**

Government Code Sections 7405, 11135, and 11546.7;  
Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701);  
Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d);  
36 Code of Federal Regulations Parts 1194.1 et seq. Also see BP/AP 3410 Nondiscrimination, BP/AP 3720 Computer and Network Use, AP 3725 Accessibility and Acceptable Use, BP/AP 5140 Disabled Student Programs and Services, and AP 6365 Contracts – Accessibility of Information Technology.

**End Recommendation for BP 3725 Information and Communications Technology Accessibility & Acceptable Use**

AP

# 3725 Information and Communications Technology Accessibility & ~~Acceptable Use~~



Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

- > Chapter Lead review of IT security
- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.
- > Legal Update 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)

## Begin Recommendation for AP 3725 Information and Communications Technology Accessibility & Acceptable Use

### DEFINITIONS

The following definitions apply to this procedure:

**Accessible:** An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. [The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.](#)

**Equally Effective:** Alternative access for individuals with disabilities to instructional materials and information and communication technology that (1) is timely, (2) is accurate in translation, (3) is delivered in a manner and medium appropriate to the disability of the individual, and (4) affords the individual with a disability the opportunity to obtain the information as fully, equally and independently as a person without a disability with substantially equivalent ease of use. Note, such alternative(s) are not required to produce the identical result or level of achievement, but must afford individuals with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.

**Individual with a Disability:** An individual who has one or more physical or mental impairments that substantially limit one or more major life activities.

**Information and Communication Technology (ICT):** Encompasses electronic and information technology covered by Section 508 of the Rehabilitation Act of 1973, as well as telecommunications products, interconnected Voice over Internet Protocol (VoIP) products, and Customer Premises Equipment (CPE) covered by Section 255. Examples of ICT include computers, information kiosks and transaction machines, telecommunications equipment, multifunction office machines, software, Web sites, and electronic documents.

**Web Page Standards:** The San Bernardino Community College District (District) is committed to providing information via the Internet and Web pages that is reasonably accessible to all students and interested parties regardless of physical ability. The District will establish and maintain Web Page Accessibility Standards. A Web Standards committee will be established and be responsible for establishing and documenting the Web Page Accessibility Standards ("**Standards**") for the district and the colleges. The approved Standards will be available electronically on the district and college web sites. The information will be available in alternative formats as needed. Web Page Accessibility Standards compliance is inclusive of all web pages for colleges, departments, and the District. It is encouraged, but not required, to have individual faculty, staff and student web pages comply with the accessibility standards. Mandatory compliance, however, is required for any faculty, staff or student web page that contains information necessary for students to complete required course work; these pages must comply with the accessibility standards or be made available to students in an alternative format when requested, consistent with ADA regulations concerning reasonable accommodation.



AP

## 3725 Information and Communications Technology Accessibility & ~~Acceptable Use~~



Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

**Instructional Materials:** Includes electronic instructional materials, such as, syllabi, textbooks, presentations and handouts delivered within CCC's learning management system, via email or via another electronic means for face-to-face classes as well as e-learning courses. It also includes electronic instructional activities such as instructional videos, online collaborative writing, Web conferencing, blogging, and any other instructional materials as technology evolves.

**Timely:** As it relates to equally effective alternative access to instructional materials and ICT, timely means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

### ICT AND INSTRUCTIONAL MATERIAL ACCESSIBILITY STANDARD STATEMENT

The District is committed to ensuring equal access to instructional materials and ICT for all, and particularly for individuals with disabilities in a timely manner. In accordance with Government Code Sections 7405, 11135, and 11546.7, and best practices, the District will comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973 by:

- Developing, purchasing or acquiring, to the extent feasible, instructional materials and ICT products that are accessible to individuals with disabilities;
- Using and maintaining instructional materials and ICT that is consistent with this Standard; and
- Promoting awareness of this Standard to all relevant parties, particularly those in roles that are responsible for creating, selecting, or maintaining electronic content and applications.

Ensuring equal access to equally effective instructional materials and ICT is the responsibility of all District administrators, faculty, and staff.

#### References:

Government Code Sections 7405, 11135, and 11546.7;

Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701);

Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d);

36 Code of Federal Regulations Parts 1194.1 et seq.

**End Recommendation for AP 3725 Information and Communications Technology Accessibility & Acceptable Use**



# 3726 Information Security Data Classification



Non 10+2 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

## Reasons for Review

> New AP resulting from Chapter Lead review of IT security

## Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

09/19/24 ♦ PPAC Approves Review Level

09/20/24 ♦ Level 2 to Constituents and AS for Feedback

10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

10/17/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

## Begin Recommendation for AP 3726 Information Security Data Classification

### 1. PURPOSE AND SCOPE

The purpose of this Administrative Procedure is to provide information security requirements for the ownership, classification, and protection of the San Bernardino Community College District (SBCCD) information assets.

An information asset is a definable piece of information, regardless of format, that is recognized as valuable to the organization. Classifying information is at the core of an information security program because it specifies how information, based on its sensitivity and value, will be protected from unauthorized disclosure, use, modification or deletion.

This is one of a series of Information Security Administrative Procedures maintained by the District's Technology & Educational Support Services department designed to protect SBCCD information systems.

### 2. RESPONSIBILITIES

The following roles and responsibilities are established for carrying out this data regulation:

- a. **Executive sponsors** are senior college officials who have planning responsibility and accountability for major administrative data systems (e.g. student, human resources, financial, research, etc.) within their functional areas. By understanding the planning needs of the institution, they are able to anticipate how data will be used to meet institutional needs.
- b. **Data stewards** are appointed by the executive sponsors to implement established data policies and general administrative data security policies for their functional areas. Data stewards are responsible for safeguarding the data from unauthorized access and abuse through established security and authorization procedures and educational programs. They authorize the use of data within their functional areas and monitor this use to verify appropriate data access. They support access by providing appropriate documentation and training to support data users. Identified data stewards, ~~having served informally at the institution, will be identified and~~ will serve on existing change management committees and the District and/or Campus information security team as appropriate.
- c. **Data owners** are employees who most often report to data stewards, whose duties provide them with an intricate understanding of the data in their area. They work with the data stewards to establish procedures for the responsible management of data, including data entry, auditing, and reporting. Some data owners may work in a



## 3726 Information Security Data Classification



Non 10+2 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

technology unit outside of the functional unit but have responsibilities such as security and access as decided by the stewards. Technical data owners may also be responsible for implementing backup and retention plans or ensuring proper performance of database software and hardware. Identified data owners ~~administrators, having served informally at the institution,~~ will be identified and called upon for their subject matter expertise.

### 3. DATA CLASSIFICATION

Users of SBCCD systems need to understand the importance of securely handling the information they are able to access and the standards that have been created to ensure data protection. For the purposes of this Administrative Procedure, data includes both electronic and paper.

Specific protection requirements are mandated for certain types of data, such as credit card information, personally identifiable information, or financial data. Where information is entrusted to us by our students, employees, or business partners, their expectations for secure handling must be met. Consistent use of this Administrative Procedure will help to ensure that we maintain adequate data protection.

#### a. Classification of Data Assets

SBCCD classifies information regardless of the medium (electronic or paper) according to its sensitivity and the potential impact of disclosure.

In general, information is disclosed to employees or others when there is a business need to know. The information must be consistently handled according to its requirements for confidentiality and disclosure.

Data Owners, defined below, are responsible for determining the appropriate classification level for data for which they are responsible or for the same information maintained on paper documents.

If the classification level is set too high, the cost of protection will be excessive in relation to the value or sensitivity of the data. If it is set too low, the risk of compromise could be increased. Downgrading to a lower classification at a future date is appropriate should conditions warrant.

#### b. Data Ownership

Every business application must have one or more designated Data Owners. The Data Owner is the person responsible for (or dependent upon) the business process associated with an information asset. The Data Owner is knowledgeable about how the information is acquired, transmitted, stored, deleted, or otherwise processed and is, therefore, best suited to make decisions about the information on behalf of the organization.

The Data Owner is ultimately responsible for security decisions regarding the data. The Data Owner will work with the appropriate college Technology Departments or District Information Technology (IT) department to ensure that minimum-security standards are met. The District IT and college Technology departments will provide appropriate security technology solutions (such as system or application security controls or encryption methods) based on classification level.

If the Data Owner has chosen to outsource the processing or storage of information at a location outside of SBCCD's control, such as on a cloud-based service, the Data Owner retains full accountability for the security of the



## 3726 Information Security Data Classification



Non 10+2 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

information. Security controls that are required to be performed by the third-party service provider must be detailed in the contract with that provider and monitored by the Data Owner.

The Data Owner's responsibilities include:

- i. Classifying data for which they are responsible. This includes determining the level of confidentiality that should be assigned to information, which will dictate its level of protection;
- ii. Working with IT to select security controls that are appropriate to the level of sensitivity, value or confidentiality of the application or data it processes;
- iii. Ensuring that third parties to whom data has been entrusted meet SBCCD security requirements;
- iv. Establishing and maintaining response plans that identify actions to be taken for their area of control, such as Security Incident Response processes and defined Business Continuity Plans; and
- v. Depending on location, provide District and/or College IT management with administrative access in order to maintain continuity of access to systems and services.

### c. Data Classification Categories

Information that is owned, used, created or maintained by SBCCD must be classified into one of three categories:

- i. **Public**  
Data classified as Public is suitable for routine public disclosure and use. Security at this level is the minimum required by SBCCD to protect the integrity and availability of this data. Examples of this type of data include, but are not limited to, data routinely distributed to the public, such as publicly accessible web pages, marketing materials, and press statements.
- ii. **Internal**  
Internal data is information about SBCCD or internal processes that must be guarded due to proprietary or business considerations, but which is not personally identifiable or otherwise considered confidential. This classification may apply even if there are no regulatory or contractual requirements for its protection.  
  
Data in this category is generally available to employees, contractors, students, or business associates but is not routinely distributed outside SBCCD. Some Internal data may be limited to individuals who have a legitimate business purpose for accessing the data, and not be available to everyone. Examples of Internal data may include:
  - SBCCD procedures and manuals
  - Organization charts
  - Data that is on the internal Intranet (SharePoint), but has not been approved for external communication
  - Software application lists or project reports
  - Building or facility floor plans or equipment locations
- iii. **Restricted**
  - Restricted data is information that is sensitive in nature and may be proprietary, personally identifiable, or otherwise sensitive. Unauthorized compromise or disclosure of the information would likely cause serious financial, legal, or reputation damage to SBCCD or result in embarrassment or difficulty for SBCCD, its employees, or students. Restricted data may be protected by statutes, regulations, or contractual requirements. Disclosure is limited to those within SBCCD on a "need-to-know" basis only.



## 3726 Information Security Data Classification



Non 10+2 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Disclosure to parties outside of SBCCD must be authorized by appropriate management and covered by a binding confidentiality or non-disclosure agreement. Examples of Restricted data include personally identifiable (as defined below) information of our employees, contractors, or students.

- Human Resources, employee, or payroll records.
- Student data.
- Specialized audit reports or results.
- System and network configuration details, including diagrams, passwords, programs, or other IT-specific documentation.
- Intellectual property.
- Health records.
- Legal documents.

For purposes of this Administrative Procedure, the term “personally identifiable information” means an individual’s first name and last name or first initial and last name in combination with any one or more items of personal information, such as social security number or other identity verification number, driver’s license number or state-issued identification card number, student and/or employee ID numbers, financial account number, credit or debit card number, date or place of birth, and gender or gender identity; provided, however, that “personally identifiable information” shall not include information that is lawfully obtained from publicly available information, or from federal, state or local government records lawfully made available to the general public.

d. Minimum Classification

All information should be assumed Internal unless classified otherwise.

e. Classification Flow Chart

The Classification Flow Chart is intended to assist a Data Owner, document creator, or user to assist in quickly determining the classification of a data element or document.

f. Information Access

The Data Owner makes access decisions regarding information they are responsible for and must be consulted when access decisions are to be made, extended, or modified.

g. Periodic Review

The Data Owner, at least every two years, or when necessary, based on business need, must review information asset classifications. Review records must be maintained by Data Owners documenting the review processes that took place.

References:

Civil Code 1798.29

Family Education Rights and Privacy Act (FERPA)

Social Security Number Policy

Health Insurance Portability and Accountability Act (HIPAA)

**End Recommendation for AP 3726 Information Security Data Classification**



# 3727 Information Security Access Control



Non 10+3 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

## Reasons for Review

> New AP resulting from Chapter Lead review of IT security

## Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

09/19/24 ♦ PPAC Approves Review Level

09/20/24 ♦ Level 2 to Constituents and AS for Feedback

10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

10/17/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

## Begin Recommendation for AP 3727 Information Security Access Control

### 1. PURPOSE AND SCOPE

The objective of this Administrative Procedure is to provide internal controls for access to the San Bernardino Community College District (SBCCD) sites, information, and applications. This administrative procedure (AP) is part of a series of APs governing the secure use and access of Information Technology Systems and Services.

Access controls may be physical (such as locks and badges), administrative (such as the AP to safeguard passwords), or technical (protections enforced by software settings or privileges). These controls are designed to allow or restrict the ability to view, update, or delete information within the SBCCD networks and systems or paper documents.

#### a. Applicability of Assets

The scope of this AP includes all electronic assets owned or leased by SBCCD. Assets may include but are not limited to:

- i. Desktop and Laptop computers
- ii. Mobile Devices
- iii. Servers
- iv. Network Infrastructure
- v. Electronic Media
- vi. Mobile Computing Devices

#### b. Applicability

This AP applies to all SBCCD employees, including consultants, contractors, temporary employees, and volunteers.

#### c. Applicability to External Parties

This AP applies to all external parties, including but not limited to SBCCD business partners, vendors, suppliers, outsourced service providers, and other third-party entities with access to SBCCD networks and system resources.



# 3727 Information Security Access Control



Non 10+3 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

## 2. ACCESS CONTROL

### a. Access Control Principles

There are three basic access control principles at the SBCCD:

- i. All information is made available only to those with a legitimate “need-to know”. Access is provided on this basis, guided by job requirements and data classification.
- ii. Access controls for SBCCD systems will be provided in a manner that promotes individual accountability. Audit trails and monitoring of access establishes accountability and allows for follow-up of access violations and security breaches.
- iii. Users with the highest levels of privilege on a computer system will be restricted to the least privileges necessary to perform the job.

### b. Authentication to District Systems

Authentication is the verification of a user's identity. All individuals require identification (ID) prior to gaining access to secured SBCCD facilities or systems such as server rooms, cash handling rooms and other areas where security is in the interest of the District.

Internal (SBCCD personnel) and external (non-personnel) users must provide a valid and unique user ID in order to authenticate to the network. In addition to a unique ID, the authentication method must include at least one of the following:

- i. A password or passphrase;
- ii. Token device or smart card; or
- iii. Biometric.

If the new user is a contractor or non-employee, the user ID will be identifiable as such by its naming convention.

Group, shared, or generic accounts do not provide accountability and are not to be used for network or application authentication. Some exceptions may apply to this requirement, such as a system account that is required for server or network processing or an account that is to be used by departments that would be used as an official communications account.

Physical access to secured facilities requires that SBCCD users possess appropriate access badges or credentials in order to enter all sites. Some areas, such as computer rooms, may require additional access levels, cards or keys. Refer to the AP-3728: Information Security - Physical Security for specific information.

### c. Authorization to Applications

Addition, modification, and deletion of user IDs and other credentials must be controlled. Data Owners (or their designees) have the responsibility for making security decisions about applications that process data for which they are responsible.

Assuming the role of the Data Owner may require:

- i. Approving and re-certifying access by users to systems or data they control, or
- ii. Classifying data belonging to the application system they manage (determining the level of confidentiality or classification that should be assigned to an application's data, which will dictate its level of protection).

Access to certain functions may be provisioned automatically based on job position. Otherwise, the appropriate IT department, as authorized by Data Owners, must approve all new accounts. Each request for access must contain written and/or electronic evidence of approval by the Data Owner, District IT, or college Technology Services. Extension authorizations for contractor accounts must be applied by District IT or college Technology Services to provide an audit trail.



## 3727 Information Security Access Control



Non 10+3 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Access requests must specify access either explicitly or via a “role” that has been mapped to the required access. Outside of initial standard network access provided based on the job position of the users, access to additional applications or capabilities is discretionary and must be both requested and approved by the Data Owner. For additional access, users should submit an access request.

Departmental security administrators, as defined below, may set up access for some applications. District IT will pass the request on to the relevant team to set up access.

Remote access is not automatically provided to all users and must be requested and approved. Refer to the AP-3730: Remote Access for additional information.

The District IT or college Technology Services departments will maintain for a minimum of six (6) years logs or other documentation of all access request approvals, user account creations, modifications, and deletions.

### 3. SECURITY ADMINISTRATORS

The appropriate District IT or college Technology Services department is responsible for administering overall system access within SBCCD, and so may request information from appropriate managers or administrators, such as who has access to their applications, and the procedures that they have put in place to provision them.

Some users (in District IT, college Technology departments, or business departments) may have a higher level of access privilege in order to administer systems or applications. They may have the ability to add, modify, or delete other users for the applications they control. To maintain system access to District-owned or developed software, District IT or the college Technology departments shall be provided an Administrative Account that will be used for recovery and auditing elevated access periodically.

Systems administrators and network technicians, under management supervision, have a responsibility to maintain appropriate access controls for the applications they maintain in order to protect information from unauthorized access. The number of administrators should be tightly controlled and limited to as few as necessary.

Security administrators should have their accounts set up with the proper access and log in with their accounts to conduct any privileged access. A log should be kept to review any privilege access and changes, and a report should be delivered and reviewed periodically each year by the Security Director and college Technology Directors. Security administrators should only use their privileged accounts to carry out administrative tasks that require privileged access. A non-privileged account should be used to perform routine tasks.

### 4. PASSWORDS

Users of the SBCCD computer systems will be provided with one or more unique accounts and associated passwords.

Users are accountable for work performed with the account(s) issued to them and are responsible for the confidentiality of their passwords. Passwords must be difficult to guess and kept private, and users must not disclose their passwords to anyone.

The following rules apply to password composition:

- i. Must not be left blank when a new account is created. New passwords must not be the same for all users;
- ii. Must have a minimum length of eight (8) characters;
- iii. Must contain both numeric, special, and alphabetic characters /be alphanumeric and contain one upper case letter;
- iv. New passwords must be changed immediately upon first use;





## 3727 Information Security Access Control



Non 10+3 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

- v. New passwords must not be the same as the four previously used passwords or used within a one-year period, and Passwords must be changed at least every 90 days (some passwords within IT are exempt from this requirement).

If a user requests a password reset via phone, email, web, or other non-face-to-face method,

Administrators who can reset passwords must verify the user's identity, such as by providing personal information, before changing the password.

### 5. ACCOUNT LOCKOUT

Accounts will be locked after six (6) invalid login attempts. Once an account is locked, an authorized District IT or college Technology department staff, automated recovery system or authorized student services representative is required to reset the account after the user's identity has been verified. The lockout duration will be set to a minimum of 30 minutes or until an administrator enables the account.

Faculty classroom/lab workstations have a session idle time of 30 minutes after which the session will be locked. With the exception of some system accounts, all other user accounts have a session idle time of 15 minutes, after which the session will be locked.

### 6. EMERGENCY ACCOUNTS

An Emergency Account / User ID will be established when access is needed to diagnose or correct a problem. The request to create the Emergency ID must be made through the appropriate college Technology Director, District IT manager, or administrator. The ID will be enabled only for a 24-hour period unless a specific time period is requested.

Upon completion of the work, the requestor must inform the appropriate college Technology Director or District IT manager so that the ID can be disabled.

### 7. TERMINATION OF ACCESS PRIVILEGES

Supervisors are responsible for notifying Human Resources if personnel will be leaving SBCCD or, in some cases, those who are placed on administrative or extended leave. HR will contact District IT and other Security Administrators as required so that access may be removed. Access must be disabled immediately upon notification or at the end of the last day of work.

### 8. REVIEW OF ACCESS

A bi-annual audit of computer resource authorizations to confirm that access privileges remain appropriate will be conducted by appropriate IT staff. After an additional sixty (60) days, inactive accounts will be purged. These requirements may not apply to certain specialized accounts (e.g., Windows Administrator, root). Student accounts maybe be exempt and regulated by the District established provisioning process.

District IT and/or college Technology departments, working with HR, may periodically validate employment and may immediately suspend users who are on leave of absence or extended disability. At least annually, IT will request that Data Owners verify continued access by users with access to their applications. District IT, college Technology departments, and/or external auditors will periodically review security administration procedures for specific applications and may employ monitoring tools to audit and verify access controls.

### 9. PAYMENT CARD INDUSTRY REQUIREMENTS

Refer to AP 3737 Information Security - Payment Card Industry Requirements (PCI).

**AP****3727 Information Security Access Control**

Non 10+3 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

**References:**

PCI DSS Requirements and Security Assessment Procedures:

[https://www.pcisecuritystandards.org/documents/PCI\\_DSS\\_v3.pdf](https://www.pcisecuritystandards.org/documents/PCI_DSS_v3.pdf)

PCI DSS Quick Reference Guide

Version3.0: [https://www.pcisecuritystandards.org/documents/PCIDSS\\_QRGv3.pdf](https://www.pcisecuritystandards.org/documents/PCIDSS_QRGv3.pdf)

NIST SP 800-53 Rev. 4 AC-2, IA Family

HIPAA Security Rule 45 C.F.R. §§ 164.308(a)(3)(ii)(B), 164.308(a)(3)(ii)(C), 164.308(a)(4)(i), 164.308(a)(4)(ii)(B), 164.308(a)(4)(ii)(C), 164.312(a)(2)(i), 164.312(a)(2)(ii), 164.312(a)(2)(iii), 164.312(d)

**End Recommendation for AP 3727 Information Security Access Control**



# 3728 Information Security Physical Security



Non 10+4 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

## Reasons for Review

> New AP resulting from Chapter Lead review of IT security

## Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

09/19/24 ♦ PPAC Approves Review Level

09/20/24 ♦ Level 2 to Constituents and AS for Feedback

10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

10/17/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

## Begin Recommendation for AP 3728 Information Security Physical Security

### 1. PURPOSE AND SCOPE

All San Bernardino Community College District (SBCCD) information systems must be properly protected from potential physical and environmental threats to ensure the confidentiality, integrity, and availability of the data contained within. This Administrative Procedure describes physical access methods, visitors, data center security, and media disposal.

This is one of a series of information security Administrative Procedures maintained by the District Information Technology (IT) department designed to protect SBCCD information systems.

Please refer to AP-3725–Information Security Program Overview for information on the assets' applicability and application to employees and external parties.

### 2. PHYSICAL SECURITY

All SBCCD technology locations will employ security control measures to prevent unauthorized physical access, damage, or interference to the premises and information.

#### a. Physical Security Responsibilities

- i. The Campus Police departments manage perimeter security for the colleges and District offices. This group has physical keys to buildings and a master badge allowing access to all facilities.
- ii. District IT is responsible for the data center at each location. District IT approves access to the District IT- data centers.

#### b. Access Cards and Visitors to SBCCD Data Centers

District IT offices and secure areas are protected by entry controls designed to allow only authorized personnel to obtain building access. Authorized individuals may be issued an Employee, Temporary, or Visitor badge that enables electronic access to exterior doors and authorized internal doors. Additional authorization may be required for access to some doors.



## 3728 Information Security Physical Security



Non 10+4 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Employees and visitors to SBCCD District IT facilities must clearly display ID badges at all times. Employees must be alert for unknown persons without badges, or employees not displaying badges.

District IT visitors must be provided with a badge or keycard that expires and identifies the person as a non-employee. SBCCD personnel must escort visitors. Visitors may be required to surrender badges after leaving the facility or at the date of expiration.

### c. Data Center Access

The District IT and College data centers are critical processing facilities that must be protected by defined security perimeters with appropriate security access controls.

All persons who do not have a badge that requires access to the data center must be escorted by an employee whose badge is authorized to access the data center. Approval is required from the District IT and/or college management prior to any access to this area.

An authorized District IT employee is responsible for making sure that visitors entering a SBCCD data center are properly logged. It is mandatory that all visitors check in with District IT reception or college Technology departments, and visitors to a SBCCD data center must sign in and sign out with District IT and/or college Technology Department reception so that the entry and purpose of the visit can be tracked for auditing and security purposes.

For data center visitors, the reception log must note the name, date, company, purpose of visit, any escorting employee, and both sign-in and sign-out times. Spot checks of the log may be performed by District IT and/or college Technology departments and matched against the audit trail of door accesses from the keycard badging system. Reception area visitor logs must be retained for three months.

For audit and compliance purposes, the District IT management and/or college Technology department management will review those authorized to access an SBCCD data center at least quarterly to ensure that the privileges of employees or vendors who no longer need access to the data center have been removed. Records of these reviews will be maintained for audit purposes.

### d. Equipment Maintenance and Environmental

District IT and college Technology departments must ensure that all utilities (e.g. UPS, generator) and other equipment is monitored in accordance with manufacturer specifications and correctly maintained to ensure the availability, integrity and confidentiality of information contained within it.

The typical data center should have dry pipe water fire suppression, HVAC units, environmental protection, redundant UPS systems, and an exterior backup diesel generator.

Only authorized maintenance personnel are allowed to perform repairs. All repairs or service work must be documented. Documentation records must be maintained by District IT and/or college Technology departments.

Computer room personnel must be trained in the use of any automatic fire suppression systems, the use of portable fire extinguishers and in the proper response to smoke and fire alarms.

Smoking, drinking, and eating in computer processing rooms is prohibited.

### e. Media Disposal and Destruction

District IT and/or College Technology Departments must ensure that electronic information storage devices (e.g., hard drives (spinning, ssd, m.2, etc.), tapes, USB sticks, removable hard disks, floppy disks, CD's and DVD's) are disposed of in a manner commensurate with their information classification.



## 3728 Information Security Physical Security



Non 10+4 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

All electronic storage devices must be wiped by a process such that data on the storage device cannot be recovered by individuals and/or technology.

External firms responsible for disposing of any type of SBCCD information must be held to any standards specified by contract. This includes confidentiality agreements and adequate security controls.

All Data Owners must ensure that media containing Restricted data is destroyed when it is no longer needed for business or legal reasons.

Employees must use proper destruction methods when disposing of SBCCD information. Paper copies of sensitive information must be shredded or incinerated. Users of the information are responsible for disposing of it in secure disposal containers or using another proper destruction method.

f. Payment Card Industry (PCI) Requirements

Refer to AP 3737 Information Security - Payment Card Industry Requirements (PCI).

g. Policy Enforcement

Any person found to have violated this policy, intentionally or unintentionally, may be subject to disciplinary action, up to and including loss of access rights or termination of employment.

References:

NIST SP 800-53 Rev. 4 CA-7, PE-3, PE-6, PE-20

HIPAA Security Rule 45 C.F.R. §§ 164.310(a)(2)(ii), 164.310(a)(2)(iii)

PCI DSS Requirements and Security Assessment

Procedures: [https://www.pcisecuritystandards.org/documents/PCI\\_DSS\\_v3.pdf](https://www.pcisecuritystandards.org/documents/PCI_DSS_v3.pdf)

PCI DSS Quick Reference Guide Version

3.0 [https://www.pcisecuritystandards.org/documents/PCIDSS\\_QRGv3.pdf](https://www.pcisecuritystandards.org/documents/PCIDSS_QRGv3.pdf)

**End Recommendation for AP 3728 Information Security Physical Security**

**AP****3729 Information Security Logging & Monitoring**

Non 10+5 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

**Reasons for Review**

&gt; New AP resulting from Chapter Lead review of IT security

**Level 2 Review Schedule**

08/31/24 ♦ Estimated Receipt of Recommendation

09/19/24 ♦ PPAC Approves Review Level

09/20/24 ♦ Level 2 to Constituents and AS for Feedback

10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

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11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

**Begin Recommendation for AP 3729 Information Security Logging & Monitoring****1. PURPOSE AND SCOPE**

The objective of this Administrative Procedure is to document the requirements for logging and monitoring at the San Bernardino Community College District (SBCCD). SBCCD monitors its information technology (IT) infrastructure so that potential security incidents can be detected early and dealt with effectively.

This is one of a series of information security Administrative Procedures maintained by the District IT department designed to protect the SBCCD information systems.

Please refer to AP-3725–Information Security Program Overview applicability of assets, application to staff, and external parties.

**2. LOGGING AND MONITORING**

Monitoring helps speed the resolution of system problems and aids in the identification of access control policy violations. The monitoring program also verifies correct operation and the overall success or failure of network, server, and application security controls.

**a. Logging Responsibilities and Tools**

The District IT infrastructure must provide district-wide network logging and monitoring services. Appropriate college Technology department managers and staff will have access to these services. Centralized log analysis and event correlation of operating system event logs is performed continuously.

**b. Basic Logging Requirements**

Automated audit trails should reconstruct the following events for all firewalls, routers, database servers, and critical servers including:

- 1) Alarms generated by network management devices or access control systems;
- 2) All actions taken by any individual with administrative privileges;

AP

## 3729 Information Security Logging & Monitoring



Non 10+5 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

- 3) Changes to the configuration of major operating systems/network services/utilities/security software;
- 4) Anti-virus software alerts;
- 5) Access to all audit trails or log records; and
- 6) Failed or rejected attempts to access Restricted data or resources.

These events should be tracked by:

- 1) User identification (User ID/account name).
- 2) Type of event.
- 3) Date and time stamp.
- 4) Success or failure indication.
- 5) Name of affected data, system component, or resource.

### c. Log Access and Retention

Access to audit files must be limited to authorized administrators, District IT management, and college Technology department management. Only individuals with a job-related need should be able to view, initialize or create audit files. Audit files must be kept secure so that they cannot be altered in any way, through file permissions or other means. Precautions must also be taken to prevent files or media containing logs from being overwritten and that sufficient storage capacity is present for logs.

Logs must be kept for the minimum period specified by any business or legal requirements. If no specific requirements exist, logs should be retained for at least one year.

### d. Protection of Logs

Audit records are protected against modification and deletion to prevent unauthorized use.

Audit records for external-facing technologies (e.g., wireless, firewalls, DNS, etc.) are stored on a server located on the internal network.

### e. Log Monitoring, Review, Analysis & Reporting

SBCCD reviews and analyzes audit records for evidence of suspicious, unusual, and inappropriate activity. SBCCD reports anomalous auditable events and related security incidents to the Vice Chancellor of Technology and Learning Services, who is responsible for reporting security issues to the Executive Leadership Team as appropriate. SBCCD adjusts the level of audit review, analysis, and reporting within systems when there is a change in risk to operations, assets, individuals, and other organizations based on law enforcement information, intelligence information, or other credible sources of information.

SBCCD establishes procedures for monitoring the use of systems and facilities to test the effectiveness of access control and security mechanisms. The results of the monitoring activities are reviewed on a regular basis. Monitoring activities include execution of privileged operations, authorized access, unauthorized access attempts, and system alerts or failures.

SBCCD meets all applicable legal requirements related to monitoring authorized access and unauthorized access attempts.



# 3729 Information Security Logging & Monitoring



Non 10+5 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

SBCCD System Administrator activities are logged and reviewed on a regular basis.

f. Log Review Schedule like the sample below.

IT Security Event	Frequency	Responsibility
Alarms generated by network management devices or access control systems	Daily	District IT or college Technology department staff
All actions taken by any individual with administrative privileges	Daily	District IT or college Technology department staff
Anti-virus software alerts	Daily	District IT or college Technology department staff
Access to all audit trails	Daily	District IT or college Technology department staff
Failed or rejected attempts to access <i>Restricted</i> data or resources	Daily	District IT or college Technology department staff
Changes to the configuration of major operating system network services / utilities / security software	Weekly or as required	District IT or college Technology department staff
Application logs (e.g., SIS)	As required	District IT or college Technology department staff

g. Payment Card Industry (PCI Requirements)

Refer to AP 3737 Information Security - Payment Card Industry Requirements (PCI).

**References:**

NIST SP 800-53 Rev. 4 AC-2, AU-12, CA-7, CM-3, CM-8, SC-5, PE-3, PE-6, PE-20, SC-7, SI-4  
 HIPAA Security Rule 45 C.F.R. §§ 164.308(a)(1)(ii)(D), 164.308(a)(5)(ii)(B), 164.308(a)(5)(ii)(C),  
 164.308(a)(8), 164.310(a)(1), 164.310(a)(2)(ii), 164.310(a)(2)(iii), 164.310(b), 164.310(c),  
 164.310(d)(1), 164.310(d)(2)(iii), 164.312(b), 164.312(e)(2)(i), 164.314(b)(2)(i)

**End Recommendation for AP 3729 Information Security Logging & Monitoring**



# AP 3730 Information Security Remote Access



Non 10+6 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

## Reasons for Review

> New AP resulting from Chapter Lead review of IT security

## Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

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11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

## Begin Recommendation for AP 3730 Information Security Remote Access

### 1. PURPOSE AND SCOPE

The objective of this Administrative Procedure is to control access to the San Bernardino Community College District (SBCCD) information and systems when connections are made to those systems from a remote location.

This is one of a series of information security Administrative Procedures maintained by the Technology and Educational Support Services department designed to protect SBCCD information systems.

Please refer to AP-3725-Information Security Overview for applicability of assets application to staff, and external parties.

### 2. REMOTE ACCESS

All connections into and out of the internal network must be documented and managed by District IT and/or college Technology departments. Remote access is not automatically provided to all personnel and must be requested and approved as described below. The exception to this is access to the Student Information System (SIS) through the Colleague Self-Service and WebAdvisor using an Internet browser. Access to these systems is authorized for both employees and students, based on their job function and role, using assigned credentials and passwords.

Users must use established remote access mechanisms or gateways to District systems. Aside from the Colleague Self-Service and WebAdvisor, SSL VPN is used to gain access to SBCCD systems.

Remote access to District financial systems requires two-factor authentication and is granted based on the employee's job function and role, using assigned credentials and passwords.

Remote access is prohibited from any public or shared computer or Internet kiosk. This would include public computers provided for open use in a library, hotel, conference center, or any location that provides open access to a computer.

Users may not establish new remote access systems or methods unless approval has been granted, as noted below.

All remote access will be audited annually by District IT management and/or college Technology department management.



## 3730 Information Security Remote Access



Non 10+6 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

### a. Request for Remote Access

Users create service desk tickets to request remote access. Refer to the AP-3727 Information Security - Access Control for further information.

### b. Approvals for Remote Access

General remote access: For college employees, remote access must be approved by the college President or designee. For District Services employees, remote access must be approved by the Chief Technology Officer and Technology and Educational Support Services or designee.

New remote access methods: District IT must approve any new remote access method or system.

### c. Access Controls for Remote Connections

Remote access sessions will be automatically disconnected after 30 minutes of inactivity. Personal firewall software must be installed on all SBCCD or employee-owned computers with direct connectivity to the Internet that are used to access a District network. Anti-virus software must also be installed and must include the most recent software updates and virus profiles.

Any remote access connection that has been established for a vendor, business partner, or other third party for purposes of support must be immediately deactivated once no longer in use by the appropriate IT staff.

### d. Transmission Over Networks

If SBCCD Restricted data is to be transmitted over any communications network, it must be sent only in encrypted form. Networks include SBCCD email mail systems, connections using the Internet, and supplied SBCCD remote access systems. All such transmissions must use software encryption approved by the District IT department. For further information, refer to the AP-3726 Information Security—Data Classification.

### e. Payment Card Industry Considerations

SBCCD adheres to the requirements of the Payment Card Industry Data Security Standard (PCI). Where cardholder data is present, remote access to those systems must incorporate two-factor authentication. This refers to network-level access originating from outside the SBCCD network to the SBCCD network by employees and third parties.

Personnel accessing cardholder data via remote-access technologies are prohibited from copying, moving, and storing cardholder data onto local hard drives and removable electronic media unless explicitly authorized by the Vice Chancellor of Technology and Learning Services for a legitimate business need.

## 3. REGULATION COMPLIANCE

The SBCCD IT team will verify compliance with this policy through various methods, including but not limited to periodic walk-throughs, video monitoring, business tool reports, internal and external audits, and inspection, and will provide feedback to the policy owner and appropriate asset owner.

### a. Exceptions

Any exception to this regulation must be approved in advance by the college president or designee for college employees or the Chief Technology Officer for the District employees.



# 3730 Information Security Remote Access



Non 10+6 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

b. Non-Compliance

c.

An employee found to have violated this regulation may be subject to disciplinary action, up to and including termination of employment.

#### 4. RELATED STANDARDS, POLICIES, AND PROCESSES

Please review the following regulations and guidelines for details of protecting information when accessing the network via remote access methods and acceptable use of SBCCD's network:

- Administrative Procedure 3720 Electronic Communications

Reference:

NIST SP 800-53 Rev. 4 AC-17, AC-19, AC-20

HIPAA Security Rule 45 C.F.R. §§ 164.308(a)(4)(i), 164.308(b)(1), 164.308(b)(3), 164.310(b), 164.312(e)(1), 164.312(e)(2)(ii)

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

**End Recommendation for AP 3730 Information Security Remote Access**

**AP****3731 Information Security Internally Developed Systems Change Control**

Non 10+7 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

**Reasons for Review**

&gt; New AP resulting from Chapter Lead review of IT security

**Level 2 Review Schedule**

08/31/24 ♦ Estimated Receipt of Recommendation

09/19/24 ♦ PPAC Approves Review Level

09/20/24 ♦ Level 2 to Constituents and AS for Feedback

10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

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11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

**Begin Recommendation for AP 3731 Information Security Internally Developed Systems Change Control****1. PURPOSE AND SCOPE**

The objective of this Administrative Procedure is to ensure a standardized method for handling changes to District internally developed systems. Change control promotes the stability of the environment, which is essential to its security and integrity.

This is one of a series of information security Administrative Procedures designed to protect District information systems. The District Information Technology (IT) department has a district-wide fiduciary responsibility to set, maintain, and ensure the provisions of this regulation. District IT accomplishes this through collaborative engagement with the campus Technology Services departments.

**a. Applicability**

This Administrative Procedure applies to all full-time and part-time regular academic and classified employees, such as short-term (temporary) staff, substitutes, professional experts, Federal Work Study students, and student help who are employed by and volunteers who assist the District for the purpose of meeting the needs of students.

**b. Applicability to External Parties**

This Administrative Procedure applies to all external parties, including but not limited to District business partners, vendors, suppliers, service providers, and other third-party entities with access to District networks and system resources.

**c. References and Related Procedures**

Please refer to the Information Security Administrative Procedures for additional information, references, and definitions:

**2. CHANGE CONTROL**

A change is any modification or enhancement to an existing production system. Modifications can be updates to existing data, functionality, or system processes. The District IT department shall adhere to industry best practices in the development and maintenance of all internally developed systems.

**a. Change Roles**

The following roles have been established to guide the Change Management process for internally developed applications:

- Release Manager: Oversees the change being released into production.

**AP****3731 Information Security Internally Developed Systems Change Control**

Non 10+7 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

- User: the individual or entity initiating a change, which may be either an internal District employee or contractor or an external organization.
- Product Owner: the role that qualifies and prioritizes customer Change Requests. The Product Owner may represent interests within a specific organizational entity.
- Prioritization Committee: one or more organizational bodies that review and prioritize Change Requests submitted by Product Owners or the user community.
- Quality Assurance Team: the internal department to test developed changes prior to introducing them into production. This group must be independent of the development group.
- Release Team: Internal team designed to schedule and implement changes into production.
- Development Team: the internal District group responsible for implementing and/or delivering the Change Requests.

## b. Process Tools

The primary tools used to manage Change Requests are the District-wide Service Desk system for project management and an Application Lifecycle Management tool for logging, backup, and integrity monitoring.

## c. Change Requirements

The basic requirements for Change Management are:

Changes that are part of the production environment must follow defined procedures by submitting a Change Request through the service desk system.

- 1) The User submits the Request.
- 2) The Request is reviewed by District IT, the relevant Product Owner, and further reviewed and prioritized by the Prioritization Committee.
- 3) Once approved by the Prioritization Committee, the development team schedules and implements the change.
- 4) All changes must be authorized by the appropriate management.
- 5) All changes to production software must be completely and comprehensively tested.
- 6) All required documentation associated with the changes must be included with the software delivery.
- 7) Program source code must be protected by restricting access to those within the Development team who have a need-to-know. Segregation of duties must be maintained.
- 8) Version controls for source code must be in place to maintain application integrity.
- 9) All change requests must be accompanied by back-out procedures to be used in the event of unexpected error conditions.
- 10) Roll-back execution conditions will be defined during the Project Release plan creation.
- 11) Production data should not be used for testing data unless it has been scrubbed. Where sensitive data must be used, the development and test environments will remain isolated from external communication.

## d. Application Security Knowledge Transfer

Changes related to new or significant implementation efforts should include a knowledge transfer of relevant security information from the Development team to the Network and Security staff and other interested parties.

## e. Payment Card Industry Considerations

Refer to AP 3737 Information Security - Payment Card Industry Requirements (PCI).

**End Recommendation for AP 3731 Information Security Internally Developed Systems Change Control**

**AP****3732 Information Security Security Incident Response**

Non 10+8 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

**Reasons for Review**

&gt; New AP resulting from Chapter Lead review of IT security

**Level 2 Review Schedule**

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11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

**Begin Recommendation for AP 3732 Information Security Security Incident Response****1. PURPOSE AND SCOPE**

The purpose of the Security Incident Response Administrative Procedure is to ensure a standardized method for handling changes to District internally developed systems. Change control promotes the stability of the environment, which is essential to its security and integrity. This is one of a series of information security Administrative Procedures designed to protect District information systems. The District Information Technology (IT) department has district-wide fiduciary responsibility to set, maintain, and ensure the regulations' provisions. District IT accomplishes this through collaborative engagement with the college Technology Services departments.

This Administrative Procedure has been written to align with the best practices as outlined in the NIST SP 800-61 Guidance.

- a. **Applicability**  
This Administrative Procedure applies to all full-time and part-time regular academic and classified employees, such as, short-term (temporary) staff, substitutes, professional experts, Federal Work Study students, and student help who are employed by, and volunteers who assist, the District for the purpose of meeting the needs of students.
- b. **Applicability to External Parties**  
This Administrative Procedure applies to all external parties, including but not limited to District business partners, vendors, suppliers, service providers, and other third-party entities with access to District networks and system resources.
- c. **References and Related Administrative Procedures**  
Please refer to Information Security Administrative Procedures for additional information, references, and definitions.

**2. INFORMATION SECURITY INCIDENT RESPONSE**

Information in this regulation may be supplemented with other District information external to this document. Such information may include other business continuity plans, processes, procedures, technical standards, runbooks, etc.

In addition to providing a standardized process flow, this regulation:

- Identifies the incident response (IR) stakeholders and establishes their roles and responsibilities;
- describes incident triggering sources, incident types, and incident severity levels; and



# 3732 Information Security Security Incident Response



Non 10+8 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

- includes requirements for maintenance. This Administrative Procedure aligns with best practices as outlined in NIST SP 800-61.

a. Glossary/Definitions

Business Services Response Teams	Business Services Response Teams can be activated to enhance District response to incidents that affect specific business services areas. These teams have established designated contacts for handling incidents or security breaches and enhancing collaboration between diverse groups.
Computer Incident Response Team (CIRT)	The CIRT will act as the core incident coordination team for severe security incidents or breaches and is represented by individuals from District IT, College Technology Services departments, and business areas. The composition of the CIRT will vary based on incident requirements.
Incident	An Incident is defined as an event that presents the potential of unauthorized and/or unintended exposure, modification, restriction from access, or deletion of information assets, both physical and electronic, under the care of the District.
Incident Response Coordinator (IRC)	The IRC serves as the primary point of contact for response activities and maintains records of all incidents. This role has overall responsibility and ownership of the Incident Response process. The Director, Security and User Services is assigned this role by default, but other positions may act as IRC where appropriate.
Security Breach	Unauthorized release or exposure of information that is confidential, sensitive, or personally identifiable. The definition of a breach and the actions that must be taken can vary based on regulatory or contractual requirements.
Security Incident	A security incident is any adverse event that compromises the confidentiality, availability, or integrity of information. An incident may be noticed or recorded on any system and or network controlled by the District or by a service provider acting on behalf of the District.
Security Violation	An act that bypasses or contravenes District security Administrative Procedures, practices, or procedures. A security violation may result in a security incident or breach.
External Entities	In consultation with the CIRT, external entities may conduct hands-on IR activities, such as investigative response activities, or may provide guidance. External entities include vendors, service providers, or law enforcement, such as: <ul style="list-style-type: none"> <li>Multi-State Information Sharing and Analysis Center (MS-ISAC)</li> <li>Federal Bureau of Investigation (FBI)</li> <li>Attorneys (e.g., "Cyber Coaches") and Forensics Consultants</li> <li>Service Providers such as Internet and Security</li> <li>Data Holder Vendors</li> </ul>

b. Incident Reporting

Unplanned information security events must be reported to the appropriate manager and the district-wide IT Service Desk as quickly as possible. Suspected data breaches must be reported to the IT Service Desk within eight (8) hours of identification.



# 3732 Information Security Security Incident Response



Non 10+8 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Any directives issued by a member of the CIRT during a response may supersede this document.

c. Maintenance

This Administrative Procedure will be reviewed and updated minimally every five years or as relevant personnel, locations, threats, or regulatory/contractual requirements change.

The Incident Response plan and procedures should be tested at least annually.

d. Incident Response Process

The following section describes the procedures that are common to all types of security incidents and the recommended steps for each phase of a security incident.

i. Documentation and Preservation of Evidence

Evidence of a computer security incident may be required for civil or criminal prosecution or to document the event for insurance reasons. In order to preserve evidence, all relevant information collected during the incident must be protected. To maintain the usefulness of possible evidence, District staff must be able to identify each note or piece of evidence and be prepared to explain its meaning and content.

The chain of custody for all evidence must be preserved. Documentation will be required that indicates the date, time, storage location, and sequence of individuals who handled the evidence. There must not be any lapses in time or date. The hand-off of evidence to authorities must also be documented.

Documentation of the incident must minimally include:

- Date/time the incident was reported
- Type of Incident
- Reporting source of incident
- Summary of the incident
- Current status of the incident
- All actions taken concerning the incident
- Contact information for all involved parties
- Evidence gathered during the incident investigation
- Relevant comments from IR team members
- Proposed next steps to be taken

ii. Security Incident Categories

District Security incident categories can be found in the district-wide IT Service Desk.

iii. Security Incident Severity Levels

Incident Severity Level	Description	Action Required
	Significant risk of negative financial or public relations impact	Management team members



HIGH	<ul style="list-style-type: none"> <li>• Hacking or denial of service attack attempted with limited impact on operations</li> <li>• Widespread instances of a new computer virus not handled by anti-virus software</li> <li>• Possible breach of student information or PII</li> <li>• Some risk of negative financial or public relations impact</li> </ul>	<ol style="list-style-type: none"> <li>1. Log incident in IT Service Desk</li> <li>2. Notify IRC or designee</li> <li>3. IRC will notify CIRT team members as needed</li> </ol>
MEDIUM	<ul style="list-style-type: none"> <li>• Hacking or denial of service attacks attempted with no impact on operations</li> <li>• Widespread computer viruses are easily handled by anti-virus software</li> <li>• Lost laptop/smartphone, but no data compromised</li> </ul>	<ol style="list-style-type: none"> <li>1. Log incident in IT Service Desk</li> <li>2. IRC will review and notify CIRT team members as needed.</li> </ol>
LOW	<ul style="list-style-type: none"> <li>• Password compromises – single user</li> <li>• Unauthorized access attempts</li> <li>• Account sharing</li> <li>• Account lockouts</li> </ul>	<ol style="list-style-type: none"> <li>1. Log the incident in the IT Service Desk where appropriate.</li> <li>2. IRC will review and coordinate remediation as needed.</li> </ol>

iv. Escalation

If it is discovered that the scope or severity of an incident has changed, it is important to communicate this change to the CIRT.

If an incident involves a breach of Payment Card Industry (PCI) data, the acquirer and related payment brands must be notified of the incident as soon as possible.

Include the appropriate IR stakeholders in identifying the reporting procedures for each payment brand and acquirer involved in the incident. (PCI DSS 12.10.1)

If an incident potentially involves a breach of student personally identifiable information (PII) or financial aid data, the IRC must be notified immediately. The IRC will then communicate to appropriate CIRT team members (e.g., Financial Aid Directors). It is their responsibility to follow the U.S. Department of Education Privacy laws specified in the Family Educational Rights and Privacy Act (FERPA).

For all other incidents, the Vice Chancellor of Educational and Technology Services or designee(s) must be consulted prior to discussion with any person outside of the District.

**End Recommendation for AP 3732 Information Security Security Incident Response**



AP

# 3733 Information Security Security Secure Operations



Non 10+9 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

## Reasons for Review

> New AP resulting from Chapter Lead review of IT security

## Level 2 Review Schedule

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11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

## Begin Recommendation for AP 3733 Information Security Security Secure Operations

### 1. PURPOSE AND SCOPE

The objective of this Administrative Procedure is to describe policies for secure operations of District information and systems. The following topics are covered:

- Operations Processing
- Application Development
- Virus Management
- Patches and Updates
- Backup AR
- Third Party Management

This is one of a series of information security Administrative Procedures designed to protect the District's information systems. The District Information Technology (IT) department has district-wide fiduciary responsibility to set, maintain, and ensure the provisions of this regulation. District IT accomplishes this through collaborative engagement with the campus Technology Services departments.

- a. **Applicability**  
This Administrative Procedure applies to all full-time and part-time regular academic and classified employees, such as, short-term (temporary) staff, substitutes, professional experts, Federal Work Study students, and student help who are employed by, and volunteers who assist, the District for the purpose of meeting the needs of students.
- b. **Applicability to External Parties**  
This Administrative Procedure applies to all external parties, including but not limited to District business partners, vendors, suppliers, service providers, and other third-party entities with access to District networks and system resources.
- c. **References and Related Documents**  
Please refer to the Information Security Administrative Procedures for additional information and references, and definitions.

AP

# 3733 Information Security Security Secure Operations



Non 10+9 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

## 2. SECURE OPERATIONS

### a. Operations Processing

All system scheduling, jobs, and dependencies must be documented. This documentation must include job start times, latest job completion times, delay procedures, and handling procedures in case of failure or error.

Operating system and application processing, restart, and shutdown procedures must be documented.

Application back out, restart, and shutdown procedures with emergency contact information must be provided by the Applications Development team and made available to District IT operations personnel.

Refer to AR 3728: Information Security – Physical Security for data center access and other physical security controls.

### b. Virus Management

All applicable systems must be configured with District IT-approved anti-virus software. The software must be configured to scan for viruses in real time. Anti-virus programs must be capable of detecting, removing, and protecting against all known types of malicious software.

All systems with anti-virus software must be configured to update virus signatures daily.

End users must not be able to configure or disable the software.

### c. All anti-virus mechanisms must generate audit logs to aid District IT and college Technology Departments in detecting and responding to virus outbreaks.

### d. District IT or college Technology Services departments may install approved anti-virus software on any District assets or allow users to install it themselves.

### e. Patches and Updates

The District must ensure that all system components and software are protected from known vulnerabilities by installing the latest vendor-supplied firmware, security patches, hot fixes, and service packs found to be applicable to District computing resources.

District IT and college Technology Services network administrators must keep up with vendor changes and enhancements. New or modified non-urgent security patches must be scheduled and installed within one month of release. College Technology Services departments may elect not to install system updates that are unrelated to District business and that do not affect security. Urgent patches that address security vulnerabilities must be installed as soon as feasible without introducing instability or impacting service availability.

Where feasible, patches must be tested in a test environment prior to production deployment. Testing must ensure that systems function correctly.

Changes to servers and networks should be tested prior to implementation and follow normal change control management procedures.

District IT and campus technology departments must be alerted to identifying new security vulnerabilities by monitoring available vendor or industry security sources. Hardening and configuration standards must be updated as soon as practical after new vulnerabilities are found.

### f. Software and Asset Management

AP

## 3733 Information Security Security Secure Operations



Non 10+9 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

The AP 3720: Electronic Communications sets forth usage policies for critical technologies that include e-mail usage and Internet usage and defines proper use of these technologies. District IT and college Technology Services departments may also issue mobile devices (such as laptops or removable storage devices) and will maintain a list of issued devices and personnel with access to assist in determining the owner, contact information, and purpose.

District IT and campus technology departments will maintain a list of company-approved products and software.

### g. Backup and Media

Users must store all critical files on the local area network so that they can be properly backed up. If an end-user chooses to store essential data elsewhere, it must be approved by District IT management or college Technology Services management, and the user is responsible for ensuring the data can be recovered.

Any media containing backup data that is stored onsite must be classified so that operations personnel can determine the sensitivity of the data stored on tape or other formats. Refer to the AP 3726: Information Security - Data Classification for classification and handling information.

Any backup media that must be transferred that contains Restricted information must be sent by secured courier or other delivery method that can be accurately tracked. Management must approve any and all media that is moved from a secured area, especially when media is distributed to individuals.

Strict control must be maintained over the storage and accessibility of backup media. Inventory logs of all media must be maintained and reviewed at least annually.

Media must be destroyed when it is no longer needed for business or legal reasons. Data retention requirements must be documented.

### h. Third Party Management

A third-party user is a non-District employee or entity that is authorized to access District systems and networks. Examples of third-party users include consultants, contractors, project specialists, vendors, business partners, service providers, and suppliers of products, services, or information.

A process for engaging service providers must include proper due diligence prior to beginning the engagement. A list of all third-party providers must be maintained.

Network connections between the District's environment and third parties must follow agreed-upon security procedures and/or confidentiality requirements. Such connections and other third-party access to the District's systems must be governed by formal written agreements or contracts. The third party must agree to adhere to the District Information Security Administrative Procedure.

These agreements may require signed Confidentiality and Non-Disclosure statements restricting the subsequent usage and dissemination of District information.

Vendors or other third parties with access to District-owned or leased equipment or systems housed in the District's data center are restricted to only the specific equipment and systems they are authorized to maintain or monitor.

#### 1) G.1 HIPAA Third Party Agreements

- HIPAA regulations specify that formal written agreements must be established with each party (often considered a "business associate") who will access protected health information (PHI). The parties must agree to protect the integrity and confidentiality of the information being exchanged, and the agreement would clearly define responsibilities of both parties as follows:
- District security policies and security mandates, including any fines and penalties that may be incurred for HIPAA or PCI non-compliance for lack of compliance with the regulations.

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- Ownership and acceptable uses of PHI and other classified information.
- Requirements for business continuity by the third party, in the event of a major disruption, disaster, or failure.
- Audit provisions for District or District-approved entities in the event of a data compromise. Provisions to ensure that District, or a District approved auditor, will be provided with full cooperation and access to conduct a thorough security review after a security intrusion. The review will validate compliance with District standards and HIPAA regulators for protecting PHI and other District information.
- Security of PHI and District information during third-party contract terminations or data transfers.

## 2) G.2 PCI Third-Party Requirements

The District maintains a program to monitor its Payment Card Industry Data Security Standard (PCI DSS) service providers' compliance status at least annually.

PCI DSS requires that shared hosting providers protect each entity's hosted environment and cardholder data. These providers must meet specific requirements as detailed in Appendix A of the PCI DSS.

A written agreement that includes an acknowledgment from any PCI service provider must be maintained to ensure that the third party accepts responsibility for the security of cardholder data the service provider possesses.

All service providers providing PCI services must be monitored at least annually to ensure their continued compliance with PCI DSS.

Refer to AP 3737 Information Security - Payment Card Industry Requirements (PCI).

**End Recommendation for AP 3733 Information Security Security Secure Operations**

**AP****3734 Information Security Security Network Security**

Non 10+10 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

**Reasons for Review**

&gt; New AP resulting from Chapter Lead review of IT security

**Level 2 Review Schedule**

08/31/24 ♦ Estimated Receipt of Recommendation

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09/20/24 ♦ Level 2 to Constituents and AS for Feedback

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11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

**Begin Recommendation for AP 3734 Information Security Security Network Security****1. PURPOSE AND SCOPE**

The objective of this Administrative Procedure is to describe controls required to protect District information and systems. Network infrastructure must be configured securely in order to protect District systems and maintain network integrity and availability. Effective network security will reduce potential vulnerabilities and help to enforce secure access to District information and technology.

This is one of a series of information security Administrative Procedures designed to protect District information systems. The District Information Technology (IT) department has a district-wide fiduciary responsibility to set, maintain, and ensure the provisions of this regulation. District IT accomplishes this through collaborative engagement with the campus Technology Services departments.

**a. Applicability of Assets**

This Administrative Procedure applies to all electronic assets that are owned or leased by the District, including but not limited to:

- Servers
- Network Infrastructure
- Mobile Devices
- Infrastructure as a Service or IaaS

**b. Applicability**

This Administrative Procedure applies to all full-time and part-time regular academic and classified employees, , such as short-term (temporary) staff, substitutes, professional experts, Federal Work Study students, and student help, who are employed by, and volunteers who assist the District for meeting the needs of students.

**c. Applicability and Related Documents**

This Administrative Procedure applies to all external parties, including but not limited to District business partners, vendors, suppliers, service providers, and other third-party entities with access to District networks and system resources.

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## d. References and Related Documents

Please refer to the Information Security Administrative Procedures for additional information references, and definitions.

## 2. NETWORK SECURITY

District IT has primary responsibility for District network and security. District IT in collaboration with the college technology departments manages and administers campus infrastructure and network components. Senior Technology Support Specialists, supervised by the District Director Technology Services are the operational managers of district and campus firewalls and network equipment.

### a. General Network Controls

System configuration standards are in place for critical network and server components that are managed by District IT and campus technology departments. Standards must address known security vulnerabilities and industry best practices and provide specifications for "hardening" the native operating system or platform from known security weaknesses.

District IT must maintain appropriate network documentation, including a high-level network diagram specifically noting inbound and outbound network connections. This must include wireless network components and show connections to all networks, any cardholder data Payment Card Industry (PCI) locations, and wireless networks.

Network diagrams and configuration details must not be disclosed to unauthorized parties unless identifying IP addresses and names have been removed. The data classification level for sanitized (IP addresses, server names, and other identifying elements removed) diagrams is Internal. Unsanitized network diagrams have a data classification of Restricted. Refer to the Administrative Procedure 3726: Information Security - Data Classification for classification requirements.

Only necessary and secure services, protocols, services/daemons, etc., should be enabled as required for the function of the system. For any required services, protocols, or services/daemons that are insecure, appropriate security features must be enabled. For example, secure technologies such as SSH, S-FTP, SSL, or IPsec VPN should be used to protect insecure services such as NetBIOS, file-sharing, Telnet, FTP, etc.

Documentation and business justification for use of all services, protocols, and ports allowed, including documentation of security features implemented for those protocols considered to be insecure must be maintained by District IT or college Technology Services. Vendor-supplied defaults must be changed before installing a system on the network, including but not limited to passwords, simple network management protocol (SNMP) community strings, and elimination of unnecessary accounts.

System security parameters must be configured to prevent misuse. All unnecessary functionality, such as scripts, drivers, features, subsystems, file systems, and unnecessary web servers, must be removed.

Publicly accessible network jacks should be restricted to authorized systems.

### b. External Connections and Firewalls

District IT management or campus technology management must approve all new external connections, inbound or outbound, to the District's internal network. All connections into and out of the internal network must be documented, managed, and internally coordinated. Firewalls must be deployed to restrict inbound and outbound connections to the District's network.

New network connections requested to be allowed through District firewalls must be approved by District IT management or college Technology Department management and require a business case justification.



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Ad-hoc modification of firewall rules can jeopardize the security of the District's network. Established change control procedures must be followed for all firewall changes.

Where technically possible, firewall rules should be tested prior to implementation.

A review of all firewalls and routers must be completed every six (6) months. This activity must include a review of the specific ports/services/protocols allowed into the environment and proper documentation of the review.

For specific processes and procedures, refer to AR 3731: Internally Developed Systems- Change Control and Firewall Security Departmental Procedures.

c. Wireless Security

Wireless connectivity is provided as a convenience for staff and students utilizing wireless implementation at SBCCD colleges and sites. Either a student or staff SSID must be entered to gain access. Refer to Wireless Security Departmental Procedures for additional information on using wireless services.

Any other permanent wireless network implementations must be approved by District IT.

Wireless vendor defaults, including but not limited to default wireless encryption keys, passwords, and SNMP community strings, must be changed prior to implementation.

District IT and college Technology Departments will test for the presence of wireless access points and detect unauthorized wireless access points on a quarterly basis.

1) Wireless Environments and PCI

Whenever possible, cellular networks must be used for wireless transmission of cardholder data.

Firewalls are installed between wireless networks and the cardholder data environment and configured to deny or control (if such traffic is necessary for business purposes) any traffic from the wireless environment into the cardholder data environment.

For wireless environments connected to the cardholder data environment or transmitting cardholder data, vendor defaults must be changed. This includes but is not limited to default wireless encryption keys, passwords, and SNMP community strings.

d. Encryption

Encryption scrambles sensitive information that is stored or transmitted electronically. Cryptographic solutions must adhere to international export laws or any applicable legal or regulatory controls. Encryption must be used at the District in the following situations.

1) Passwords

All passwords must be encrypted and unreadable. This includes password files for users, firewalls, routers, operating systems, applications, databases, and web servers. Password or credential files stored on third-party platforms must also be encrypted.

2) Restricted Data

AP 3726: Information Security-Data Classification describes how data is categorized based on its sensitivity, need for confidentiality, or value to the District. Data classified as Restricted is the most sensitive category. Its unauthorized disclosure may violate regulations or standards, such as PCI, or contractual agreements with third parties or service providers.

Restricted data may exist in applications, databases, or files. Various access controls protect data when in its original location, but

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when copied, reproduced, or transmitted, the original protections are lost. However, the classification and level of protection for a data element must travel with it regardless of its location or format.

Storing Restricted data on unencrypted removable devices, personal drives, or various types of USB storage may expose sensitive or confidential data to unauthorized disclosure and is against District regulations. If transporting or storing restricted data, it must be on a removable device; users must work with District IT or campus IT to ensure the data is secure.

If Restricted data is copied from its original location (e.g., to other files, removable devices, or on backup media), it must be encrypted. If sent via e-mail or other transmission means on public networks, it must be encrypted. Refer to the Encryption Departmental Procedures for specific encryption methods and procedures.

## 3) Remote Administrator Access

Remote access by security, system, or firewall administrators to perform maintenance or troubleshoot problems presents a greater security risk due to the elevated privileges these individuals possess. System Administrators must connect securely using the SSL VPN to ensure that communications with District networks from a remote location are over an encrypted channel. This includes any non-console administrative access. Two-factor authentication is required where technically feasible.

## 4) Key Management

Key management procedures must be documented for all processes and procedures involving encryption keys, especially if used for cardholder data. PCI DSS requirements mandate strong keys, secure key distribution and storage, periodic key changes, and other requirements. Please refer to the Encryption Departmental Procedures for detailed information.

## e. Scanning and Vulnerability Management

District IT and college Technology Departments must be informed of information security issues and vulnerabilities applicable to District computing systems. When security issues are identified, District IT is responsible for notifying appropriate personnel, including system and network administrators/technicians and college Technology Directors.

The primary method for identifying new threats as they arise will be through vendor and security Internet mailing lists. The District will identify and assign a risk ranking to newly discovered security vulnerabilities. As appropriate, platform hardening standards must be updated to reflect measures required for protection from any newly discovered vulnerability.

The District performs quarterly external vulnerability scans on critical systems and networks in scope for PCI compliance. External vulnerability scans are performed by an Approved Scanning Vendor (ASV) as designated by the Payment Card Industry Security Standards Council (PCI SSC).

The District performs internal vulnerability scans on a periodic (at least semi-annual) basis or after any significant network changes. Penetration tests must be performed at least once a year and after any significant infrastructure or application upgrade or modification (such as an operating system upgrade, a sub-network added to the environment, or a web server added to the environment). These penetration tests must include both network-layer and application-layer tests.

An annual process is in place to identify threats and vulnerabilities that result in a formal risk assessment.

## f. Network Time Protocol (NTP)

All critical system clocks and times must be configured to acquire, distribute, and store a consistent time. All District production systems must be configured to use one of the internal NTP servers to maintain time synchronization with other systems in the environment. Internal NTP servers will be configured to request time updates from the Internet site <http://time.nist.gov>. Client systems able to retrieve time settings from the NTP server will be limited through Access Control Lists (ACL). The NTP system will always run the latest available version of the software.

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- g. Payment Card Industry (PCI) Requirements  
Refer to AP 3737 Information Security - Payment Card Industry Requirements (PCI).

**End Recommendation for AP 3734 Information Security Security Network Security**



# 3735 Information Security Disaster Recovery



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## Reasons for Review

> New AP resulting from Chapter Lead review of IT security

## Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

09/19/24 ♦ PPAC Approves Review Level

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10/17/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

## Begin Recommendation for AP 3735 Information Security Disaster Recovery

### 1. PURPOSE AND SCOPE

The objective of this Administrative Procedure is to outline the strategy and basic procedures to enable the District to withstand the prolonged unavailability of critical information and systems and provide for the recovery of District Information Technology (IT) services in the event of a disaster.

This is one of a series of information security Administrative Procedures designed to protect District information systems. The District Information Technology (IT) department has a district-wide fiduciary responsibility to set, maintain, and ensure the provisions of this regulation. District IT accomplishes this through collaborative engagement with the campus Technology Services departments.

#### a. Applicability

This Administrative Procedure applies to all full-time and part-time regular academic and classified employees, such as short-term (temporary) staff, substitutes, professional experts, Federal Work Study students, and student help, who are employed by, and volunteers who assist the District for the purpose of meeting the needs of students.

#### b. Applicability to External Parties

This Administrative Procedure applies to all external parties, including but not limited to District business partners, vendors, suppliers, service providers, and other third-party entities with access to District networks and system resources.

#### c. References and Related Documents

Please refer to the Information Security Administrative Procedures for additional information, references, and definitions.

### 2. DISASTER RECOVERY

Disaster Recovery (DR) is best described as the plans and activities designed to recover technical infrastructure and restore critical business applications to an acceptable condition. DR is a component of Business Continuity Planning, which is the process of ensuring that essential business functions continue to operate during and after a disaster.



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## a. Disaster Recovery Strategy and Components

This plan is structured around teams, with each team having a set of specific responsibilities. The District Disaster Recovery strategy is based on the following elements:

- IT infrastructure designed with redundancy and application availability in mind.
- The ability to leverage cloud-based or alternate site locations and facilities.
- Documented and tested IT Disaster Recovery procedures for each Tier 1 application.
- Business Continuity plans as developed by associated business areas.

This Administrative Procedure describes:

- Disaster declaration.
- A priority list of critical applications and services to be recovered.
- Key tasks that include responsibilities and assignments for each task.
- Departments and individuals who are part of the recovery process.

Each critical application that has been identified in this Administrative Procedure has its own Disaster Recovery Plan that can be found in Departmental Procedures.

Paper copies of this Administrative Procedure and Appendices must be stored at secure and readily accessible off-site locations.

## b. Business Continuity Plans

The Disaster Recovery Plan for a critical application is a complementary subset of departmental Business Continuity Plans (BCPs). These plans describe the actions to be taken within business areas that rely upon and use those applications.

Copies of BCPs will be documented and maintained by District business units as led and developed by management. The IT Disaster Recovery Coordinator will retain master copies of all District BCPs (see Section II.C.2 for the description of roles).

Copies of all BCPs must be kept off-site. All plans must be reviewed at least annually and updated for any significant changes.

All relevant District employees must be made aware of the Business Continuity Plan and their own respective roles. Training must be provided to staff with operational business and /or recovery plan execution responsibilities.

Business Continuity Plans must be developed with requirements based on the specific risks associated with the process or system. Business Continuity Plans must include, but are not limited to, the following information:

- 1) Executive Summary
- 2) Key Assumptions
- 3) Identified Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO)
- 4) Long-term vs. Short-term Outage Considerations
- 5) Disaster Declaration / Plan Activation Procedures (e.g., communication plan, mobilization plan)
- 6) Key Contacts / Calling Tree(s)
- 7) Roles / Responsibilities (e.g., Recovery Teams)
- 8) Alternate Site / Lodging
- 9) Asset Inventory
- 10) Detailed Recovery Procedures, including the priority order of system recovery
- 11) Relevant Disaster Recovery Plan
- 12) Event and recovery status reporting to District management, appropriate employees, third parties, and business partners.

Sufficient detail must be included so that procedures can be carried out by individuals who do not normally perform these responsibilities.



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### c. Roles and Responsibilities

#### 1) Disaster Management Team

The Disaster Management Team is responsible for providing overall direction of the data center recovery operations. It ascertains the extent of the damage and activates the recovery organization. Its prime role is to monitor and direct the recovery effort. It has a dual structure in that its members include Team Leaders of other teams. Responsibilities of the Disaster Management Team include:

- Evaluating the extent of the problem and potential consequences and initiating disaster recovery procedures.
- Monitoring recovery operations; managing the Recovery teams and liaising with District management and users as appropriate; notifying senior management of the disaster, recovery progress, and problems.
- Controlling and recording emergency costs and expenditures; expediting authorization of expenditures by other teams.
- Approving the results of audit tests on the applications which are processed at the standby facility shortly after they have been produced.
- Declaring that the Disaster Recovery Plan is no longer in effect when critical business systems and application processing are restored at the primary site.

The Disaster Management Team Leader is responsible for deciding whether or not the situation warrants the introduction of disaster recovery procedures. If they decide that it does, then the organization defined in this section comes into force and, for the duration of the disaster, supersedes any current management structures.

The Disaster Management Team will operate from a Command Center or, if that is not possible, at a secondary location to be determined. The team members are:

- Vice Chancellor of Educational & Student Support Services
- Chief of Technology
- Director of Technical Services

#### 2) Recovery Coordinators

There are two coordination roles who will report to the Disaster Management Team:

- A Disaster Recovery Coordinator (to be appointed) is the communications focal point for the Disaster Management Team and other teams, and will coordinate disaster notification, damage control, and problem correction services. The Disaster Recovery Coordinator also maintains the IT Disaster Recovery Plans and offsite copies, and retains master copies of Business Recovery Plans.
- Business Recovery Coordinators (to be appointed) will develop and maintain Business Recovery Plans and coordinate recovery efforts and notification in their business areas.

#### 3) Operations Team

The Operations Team is responsible for the computer environment (Data Center and other vital computer locations) and for performing tasks within those environments. This team is responsible for restoring computer processing and for performing Data Center activities, including:

- Installing the computer hardware and setting up the latest version of the operating system at the standby facility.
- Arranging for acquisition and/or availability of necessary computer equipment and supplies.
- Establishing processing schedule and informing user contacts.
- Obtaining all appropriate historical/current data from the offsite storage vendor.
- Restoring the most current application systems, software libraries, and database environments.



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- Coordinating the user groups to aid the recovery of any non-recoverable (i.e., not available on the latest backup) data.
- Providing the appropriate management and staffing for the standby data center, help desk, and backup library in order to meet the defined level of user requirements.
- Performing backup activities at the standby site.
- Providing ongoing technical support at the standby site.
- Working with the Network Team to restore local and wide area data communications services to meet the minimum processing requirements.
- Ensuring that all documentation for standards, operations, vital records maintenance, application programs etc. are stored in a secure/safe environment and reassembled at the standby facilities, as appropriate.

#### 4) Network Team

The Network Team is responsible for all computer networking and communications, to include:

- Evaluating the extent of damage to the voice and data network.
- Discussing alternate communications arrangements with telecom service providers, and ordering the voice/data communications services and equipment as required.
- Arranging new local and wide area data communications facilities and a communications network that links the standby facility to the critical users.
- Establishing the network at the standby site, and installing a minimum voice network to enable identified critical telephone users to link to the public network.
- Defining the priorities for restoring the network in the user areas.
- Supervising the line and equipment installation for the new network.
- Providing necessary network documentation.
- Providing ongoing support of the networks at the standby facility.
- Re-establishing networks at the primary site when the post-disaster restoration is complete.

#### 5) Facilities Team

The Facilities Team is responsible for the general environment, including buildings, services, and environmental issues outside of the Data Center. This team has responsibility for security, health and safety, and for replacement of building facilities, including:

- In conjunction with the Disaster Management Team, evaluate the damage and identify equipment that can be salvaged.
- Arranging all transport to the standby facility.
- Arranging for all necessary office support services.
- Controlling security at the standby facility and the damaged site (physical security may need to be increased).
- Working with the Network Team to have lines ready for rapid activation.
- As soon as the standby site is occupied, clean up the disaster site and secure that site to prevent further damage.
- Administering the reconstruction of the original site for recovery and operation.
- Supplying information for initiating insurance claims and ensuring that insurance arrangements are appropriate for the circumstances (i.e., any replacement equipment is immediately covered, etc.).
- Maintaining current configuration schematics of the Data Center (stored off-site). This should include:
  - air conditioning
  - power distribution
  - electrical supplies and connections
  - specifications and floor layouts
- Dealing with staff safety and welfare.
- Working with Campus Police, who will contact local law enforcement if needed.

#### 6) Communications Team



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The Communications Team is responsible for obtaining communications directives from the Disaster Management Team and communicating information during the disaster and restoration phases to employees, suppliers, third parties, and students. All information that is to be released must be handled through the Public Information Officer (PIO).

The Communications Team is made up of the PIO and individuals from colleges, marketing, legal, HR, and business area organizations, as appropriate. This team has the responsibility for:

- Liaising with the PIO, Disaster Recovery Coordinator and/or Business Recovery Coordinators to obtain directives on the messages to communicate.
- Making statements to local, national, and international media.
- Informing suppliers and students of any potential delays.
- Informing employees of the recovery progress of the schedules using available communication methods.
- Ensuring that there is no miscommunications that could damage the image of the District.
- Any other public relations requirements.

d. Update, Testing and Maintenance

This Disaster Recovery plan must be kept up to date. It is the responsibility of the Disaster Recovery Coordinator to ensure that procedures are in place to keep this plan up to date. If, while using this plan, any information is found to be incorrect, missing or unclear, please inform the Disaster Recovery Coordinator so that it may be corrected. It is important that everyone understands their role as described in this plan.

Updated versions of the plan are distributed to the authorized recipients, listed in Section II.E.

The IT Disaster Recovery Plans, as documented in the Appendices, must be reviewed by IT and business management at least semi-annually and when significant application or infrastructure changes are made.

Plans must be tested periodically and at least annually, and include realistic simulations involving the business users and District IT staff. The results of DR tests must be documented, reviewed, and approved by appropriate management.

e. Distribution List

The Disaster Recovery Coordinator is responsible for distributing this plan. Each plan holder, listed in the table below, receives two copies of this plan. One copy is to be kept at the place of work and the other copy at home or other safe and secure offsite location. These copies have an official copy number.

Name	Copy Number	Location
Vice Chancellor, Educational and Student Support Services	DR001	Office
Chief Technology Officer	DR002	Office
District Director, Technology Services	DR003	Office
Director, Security and User Services	DR004	Office
Director, Administrative Applications	DR005	Office
Business Systems Administrator	DR006	Office
College Director, Technology Services (Crafton)	DR007	Office
College Director, Technology Services (Valley)	DR008	Office
Public Information Officer		

f. What to do in the Event of a Disaster





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The most critical and complex part of disaster response is mobilizing the required personnel in an efficient manner during the invocation of the plan. Because normal processes have been disrupted, individuals are taking on new roles and responsibilities and must adapt to changing circumstances quickly.

The key is for personnel to be well-rehearsed, familiar with the Disaster Recovery Plan, and be sure of their assignments.

1) Standard Emergency Plan The priority in a disaster situation is to ensure the safe evacuation of all personnel.

In the event of a major physical disruption, standard emergency procedures must be followed. This means immediately:

- Activating the standard alarm procedures for that section of the building to ensure that emergency authorities (fire, medical, law enforcement, etc.) are correctly alerted.
- If necessary, evacuating the premises following the established evacuation procedures and assembling outside at the designated location if it is safe to do so.

2) First Steps for the Recovery Teams

Action	Team
Evaluate the damage	Disaster Management, Facilities, Operations, Network
Identify the concerned applications	Disaster Management, Operations, Network
Request the appropriate resources for the Standby Facility	Disaster Management
Obtain the appropriate backups	Operations
Restart the appropriate applications at the Standby Facility	Operations
Inform users of the new procedures	Communications
Order replacement equipment to replace the damaged computers/networks	Operations, Network
Install replacement equipment and restart the applications	Operations, Network
Inform users of normal operations	Communications

3) The Next Steps

- The Disaster Management Team Leader decides whether to declare a disaster and activate the Disaster Recovery Plan and which recovery scenario will be followed.
- The Recovery Teams then follow the defined recovery activities and act within the responsibilities of each team, as defined in this Disaster Recovery Plan and those defined for the critical applications outlined in the District IT Business Continuity Departmental Procedures.

4) Critical Business Applications/Services

The following business applications are considered critical to the District's business:

- Tier 1 application (Student Information System)



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- Tier 1 application (Financial System)

District IT departmental procedures exist to address the DR procedures for these services.

g. Disaster Declaration

In the event of a serious system disruption, the Disaster Management Team will determine the level of response based on the disaster classification categories below. This determination will be made within four (4) hours of the occurrence.

The classification level should be reviewed every 12 hours, and re-classification of the disaster will be made as needed until recovery is complete.

Disasters at the District fall into one of the following four levels.

Disaster Classification	Description
Level 1 (Low)	<p><b>Sub-system Outage / Minor Damage</b></p> <p>Partial loss of a component of a critical application for a period of one day to one week. This type of outage does not result in the total loss of operation for that application; however, specific functionality is reduced or impaired.</p> <p>In this scenario, only a part of the computer processing environment is impacted, but the communication lines and network are still up and running. The building is still available, and the users can use normal office space to wait for the restart of the server or application processing. The goal of the recovery process, in this case, is to restore server or application functionality.</p>
Level 2 (Medium)	<p><b>Short Term Outage</b></p> <p>Complete loss of a critical application for a period of one day to one week. The ability to meet business functions and mission objectives may be impacted, usually by elongated processing cycles and missed deadlines, but not to a significant extent.</p> <p>In this scenario, a key computer processing application is unavailable. Communication lines or portions of the network may be down.</p> <p>The goal of the recovery process is to restore minimum critical application functionality, which may require moving affected applications to alternate equipment. An alternate site may need to be put on Standby.</p>



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<p>Level 3 (High)</p>	<p><b>Long Term Outage</b></p> <p>Complete loss of a critical application for a period greater than one week but less than two weeks.</p> <p>The ability to continue the business function and its mission is in jeopardy and may fail in some circumstances, such as missing critical milestones in the business cycle.</p> <p>In this scenario, key portions of the computer processing environment are unavailable. Communication lines or portions of the network may also be down.</p> <p>The goal of the recovery process is to restore minimum critical application functionality either at the primary facility or at the Standby facility.</p>
<p>Level 4 (Critical)</p>	<p><b>Total System Disaster</b></p> <p>Catastrophic loss of operation of critical system(s) for a period greater than two weeks. Also included in this class are disasters that may not produce outages greater than two weeks, but involve more than one critical application; or natural disasters such as fires, floods, or other catastrophic situations.</p> <p>In this scenario, the entire computer processing environment has experienced a catastrophic disaster and is generally unavailable. Communication lines and/or the network also may not be available.</p> <p>The goal of the recovery process is to restore minimum critical application functionality either at the primary or at the Standby facility as quickly as possible.</p>

**End Recommendation for AP 3735 Information Security Disaster Recovery**

# AP 3736 Information Security Cloud Storage



Non 10+12 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

## Reasons for Review

> New AP resulting from Chapter Lead review of IT security

## Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

09/19/24 ♦ PPAC Approves Review Level

09/20/24 ♦ Level 2 to Constituents and AS for Feedback

10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

10/17/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

## Begin Recommendation for AP 3736 Information Security Cloud Storage

### 1. PURPOSE AND SCOPE

The objective of this Administrative Procedure is to provide the framework within which San Bernardino Community College District (SBCCD) employees can create, store, share, and process data in “cloud storage” environments.

This is one of a series of information security Administrative Procedures maintained by the District Information Technology (IT) Department with collaboration and input from the colleges and designed to protect district information systems.

Please refer to AP 3725: Information Security Program Overview for applicability to staff and external parties and to AP 3726: Information Security—Data Classification for detailed information about the types of data.

### 2. CLOUD STORAGE

- a. Cloud Storage: A model of networked online storage where data is stored in virtualized storage pools not contained within the device through which the data is accessed. Such data storage is most often offsite and usually managed by independent vendors (e.g., Google Drive or G-Suite, Apple iCloud, Microsoft OneDrive). Cloud storage of data classified as Internal or Restricted can exist within the district-approved Learning Management System (such as Canvas), or district-approved cloud storage (such as Sharepoint or OneDrive).
- b. Data Types: Per AP 3725 and AP 3726, district data is classified in the following categories:
  - i. Public: information made for public distribution (such as press releases, public web pages, or publicly available data;
  - ii. Internal: data that must be protected due to proprietary or business reasons but is not personally identifiable or sensitive;
  - iii. Restricted: information that is sensitive in nature, may be protected by statute, regulation, or contractual requirements, and can include personally identifiable information like student data and grades, credit card data, human resources information, or health-care related information III.

### 3. APPROPRIATE USE OF CLOUD STORAGE

While recognized as a valuable teaching and productivity tool, cloud storage increases the risk of a data breach. As a result, users must adhere to the following requirements:



## 3736 Information Security Cloud Storage



Non 10+12 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

- a. SBCCD employees have a responsibility to protect the college and District data, particularly confidential data about individuals.
- b. Internal and Restricted district data may be stored by employees on cloud storage under the following conditions:
  - i. The cloud storage must be District-approved cloud storage.
  - ii. Access to the data in cloud storage is secure (e.g., requires password and/or dual factor authentication for access).
  - iii. Devices (including desktop, notebook or tablet computers and cellular phones) through which the cloud storage is accessed must have active password or equivalent protection.
  - iv. Networks (including home Ethernet or wireless networks) through which the cloud storage is accessed must be encrypted, and have active password protection.
  - v. Employees may not access cloud storage containing internal or restricted data through open, public or unencrypted networks (e.g., Starbucks Wi-Fi access) unless the data communication protocol is encrypted (e.g., sites beginning with https).
- c. District cloud storage will not normally be used for personal data (such as non-work documents, personal photos, or videos), although incidental and/or temporary use may be permitted. Users should be aware that any and all data transmitted or stored using District resources is subject to review by appropriate District personnel.
- d. When using cloud storage for collaboration with others, users shall grant access only to files or folders that are required for the collaboration to take place only for the duration of the collaboration, removing permissions in a timely manner when the collaboration has concluded.
- e. The Vice Chancellor of Educational & Student Support Services or designee is authorized to make exceptions to this Administrative Procedure. Users must contact District IT or college Technology Departments to make an exception request.

#### 4. ADDITIONAL INFORMATION

- a. Employees may contact District IT or college Technology Departments for further guidance on:
  - i. Use of cloud storage consistent with the intent of this Administrative Procedure;
  - ii. Rights and permissions requested by a cloud storage application prior to installation to ensure they do not put SBCCD data or systems at risk of being compromised;
  - iii. Methods of secure access to cloud storage;
  - iv. Designation of data types, and appropriate ways to store that data.
- b. The district will provide opportunities for users to familiarize themselves with the security requirements of the data in their custody to make appropriate, informed decisions about data storage.
- c. District IT and college Technology Services provide technical support only for approved cloud storage (see appropriate technology website for a list of approved cloud storage), LMS, and cloud storage clients or apps, and not personal/public storage such as Dropbox and Box.com.

References: NIST SP 800-53 Rev. 4 AC-2, AU-12, CA-7, CM-3, CM-8, SC-5, PE-3, PE-6, PE-20, SC-7, SI-4; HIPAA Security Rule 45 C.F.R. §§ 164.308(a)(1)(ii)(D), 164.308(a)(5)(ii)(B), 164.308(a)(5)(ii)(C), 164.308(a)(8), 164.310(a)(1), 164.310(a)(2)(ii), 164.310(a)(2)(iii), 164.310(b), 164.310(c), 164.310(d)(1), 164.310(d)(2)(iii), 164.312(b), 164.312(e)(2)(i), 164.314(b)(2)(i)

**End Recommendation for AP 3736 Information Security Cloud Storage**

**AP**

# 3737 Information Security Payment Card Industry Requirements



Non 10+13 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

## Reasons for Review

&gt; New AP resulting from Chapter Lead review of IT security

## Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

09/19/24 ♦ PPAC Approves Review Level

09/20/24 ♦ Level 2 to Constituents and AS for Feedback

10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

10/17/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

## Begin Recommendation for AP 3737 Information Security Payment Card Industry Requirements

### 1. PURPOSE AND SCOPE

SBCCD adheres to the requirements of the Payment Card Industry Data Security Standard (PCI). The following additional requirements are mandatory for systems that store, process, or transmit cardholder data. References to the relevant PCI section numbers are in parentheses after each requirement:

### 2. ACCESS CONTROL

- i. Implementation of an automated access control system (7.1.4).
- ii. The access control system must cover all (PCI) system components (7.2.1).
- iii. The access control system must assign privileges based on job classification and function (7.2.2).
- iv. The access control system must be set to a default “deny all” setting (7.2.3).
- v. Render all passwords unreadable during transmission and storage on all systems components using strong cryptography (8.4).
- vi. Set the lockout duration to a minimum of 30 minutes or until the administrator enables the user ID (8.5.14).
- vii. Authenticate all access to any database containing cardholder data. This includes access by applications, administrators, and all other users (8.5.16).

### 3. PHYSICAL SECURITY

- i. Video cameras must be used to monitor individual physical access to areas where credit card data is stored, processed, or transmitted.
- ii. Physical access to publicly accessible network jacks must be restricted. Network ports for visitors should not be enabled unless network access is explicitly authorized by District IT or college Technology departments.
- iii. Physical access to wireless access points, gateways, handheld devices, networking/communications hardware, and telecommunication lines must be restricted to those authorized to work with cardholder data.
- iv. All media containing cardholder data must be physically secured. Media back-ups must be stored in a secure location, preferably an off-site facility, such as an alternate or backup site, or a commercial storage facility. These locations must be reviewed at least annually.
  - a. Internal or external distribution of any kind of media must be strictly controlled.
  - b. Media containing cardholder data must be classified so sensitivity of the data can be determined.
  - c. Secure couriers or other delivery methods that can be accurately tracked must be used.



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Non 10+13 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

- d. Appropriate IT management must approve any and all media that is moved from a secured area (especially when media is distributed to individuals).
- v. Storage and accessibility of media must be strictly controlled. Inventory logs of media must be maintained and inventoried at least annually.
- vi. Media containing credit card data must be destroyed when it is no longer needed for business or legal reasons. a) Shred, incinerate, or pulp hardcopy materials so that cardholder data cannot be reconstructed.
- vii. Render cardholder data on electronic media unrecoverable so that cardholder data cannot be reconstructed.

## 4. LOGGING AND MONITORING

- i. Use file-integrity monitoring or change-detection software on logs to ensure that existing log data cannot be changed without generating alerts (although new data being added should not cause an alert).
- ii. Review logs for all system components at least daily. Log reviews must include those servers that perform security functions like intrusion-detection system (IDS) and authentication, authorization, and accounting servers.
- iii. Retain audit trail history for at least one year, with a minimum of three months immediately available for analysis (for example, online, archived, or restorable from back-up).

## 5. INTERNALLY DEVELOPED SYSTEMS CHANGE CONTROL

- Development/test and production environments must be separate.
- Separation of duties between development/test and production environments.
- Production data (live PANs) are not used for testing or development.
- Removal of test data and accounts before production systems become active.
- Change control procedures for the implementation of security patches and software modifications must include the following:
  - Description of the impact of the change.
  - Documented change approval by authorized parties.
  - Functionality testing to verify that the change does not adversely impact the security of the system.
  - Back-out procedures.

## 6. NETWORK SECURITY

- Restrict inbound and outbound traffic to that which is necessary for the cardholder data environment.
- Firewall and router configurations must restrict connections between untrusted networks and any system components in the cardholder data environment. An "untrusted network" is any network that is external to the networks belonging to the entity under review, and/or which is out of the entity's ability to control or manage.
- Prohibit direct public access between the Internet and any system component in the cardholder data environment. Do not allow any direct connections inbound or outbound for traffic between the Internet and the cardholder data environment.
- Implement a demilitarized zone (DMZ) to limit inbound traffic to only system components that provide authorized publicly accessible services, protocols, and ports. Limit inbound Internet traffic to IP addresses within the DMZ.
- Install a firewall at each Internet connection and between any DMZ and the internal network zone.
- Do not allow internal addresses to pass from the Internet into the DMZ.
- Do not allow unauthorized outbound traffic from the cardholder data environment to the Internet.
- Implement stateful inspection, also known as dynamic packet filtering. (That is, only "established" connections are allowed into the network.)
- Place system components that store cardholder data (such as a database) in an internal network zone.
- Where feasible, implement only one primary function per server to prevent functions that require different security levels from co-existing on the same server. (For example, web servers, database servers, and DNS should be implemented on separate servers.)
- Use intrusion-detection systems, and/or intrusion-prevention systems to monitor all traffic at the perimeter of the cardholder data environment as well as at critical points inside of the cardholder data environment, and alert personnel to suspected compromises.
- Never send unprotected primary account numbers (PANs) by end-user messaging technologies (for example, e-mail, instant messaging, chat, etc.).

**AP**

## 3737 Information Security Payment Card Industry Requirements



Non 10+13 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

- Use strong cryptography and security protocols to safeguard sensitive cardholder data during transmission over open, public networks, including the following:
  - Only trusted keys and certificates are accepted.
  - The protocol in use only supports secure versions or configurations.
  - The encryption strength is appropriate for the encryption methodology in use. Examples of open, public networks include but are not limited to:
    - The Internet.
    - Wireless technologies, including 802.11 and Bluetooth.
    - Cellular technologies, for example, Global System for Mobile Communications (GSM), and Code Division Multiple Access (CDMA).
    - General Packet Radio Service (GPRS).
    - Satellite communications.

**References:**

PCI DSS Requirements and Security Assessment Procedures:

[https://www.pcisecuritystandards.org/documents/PCI\\_DSS\\_v3.pdf](https://www.pcisecuritystandards.org/documents/PCI_DSS_v3.pdf)

PCI DSS Quick Reference Guide

Version3.0: [https://www.pcisecuritystandards.org/documents/PCIDSS\\_QRGv3.pdf](https://www.pcisecuritystandards.org/documents/PCIDSS_QRGv3.pdf)**End Recommendation for AP 3737 Information Security Payment Card Industry Requirements**



10/6/2024  
13/2024

# BP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP &amp; AP Exist

## Reasons for Review

> FYI only.

## Level 2 Review Schedule

07/25/2024 ♦ Recommendation Received

09/19/2024 ♦ PPAC Approves Review Level

09/20/2024 ♦ Level 2 to Constituents and AS for Feedback

10/02/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

10/17/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

11/14/2024 ♦ BOT 1st Read

12/13/2024 ♦ BOT Final Approval

## Begin Recommendation for BP 5030 Fees

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs or class schedules (Schedule of Classes).

### Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

### Baccalaureate Degree Program Fees (Title 5 Section 58520)

Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree program.

### Course Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee (see AP 5030). The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

### Parking Fee (Education Code Section 76360)

Students shall be required to pay a fee (see AP 5030). To encourage ride sharing, a student may certify in writing at the time of payment of the fee that they regularly have two or more passengers commuting with them.

### Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. (See BP/AP 5031 titled Instructional Materials Fees)

# BP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course may be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

## Student Representation Fee (Education Code Section 76060.5)

Students will be charged a fee (see AP 5030) to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee and shall submit such refusal on a form provided by the District to collect fees.

## Student Transportation Costs (Education Code Section 76361)

Students shall be charged a fee (see AP 5030) for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees will only be paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

## Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee (see AP 5030), which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

## International Students Application Processing Fee (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process their application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

## Fee Refunds

The Board of Trustees authorizes refunds to be made according to administrative procedures established by the Chancellor. All refunds must comply with Education Code and Title 5 regulations, and the refund schedule shall be published in the college catalogs and class schedules.

## References:

Education Code Section 76300 et seq;  
Title 5 Sections 58520;  
ACCJC Accreditation Eligibility Requirement 20

**End Recommendation for BP 5030 Fees**

# AP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> Per Chapter Lead to incorporate BookSaver Program

### Begin Recommendation for AP 5030 Fees

#### Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Baccalaureate degree program fees (Title 5 Section 58520)

As prescribed by state law.

- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):

As prescribed by state law and established by the Board of Trustees no later than March 1 for the succeeding fiscal year.

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
- All students, other than non immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
  - high school attendance in California for three or more years;
  - graduation from a California high school or attainment of the equivalent thereof;
  - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
  - completion of a questionnaire form prescribed by the California Community Colleges Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
  - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize their immigration status, or will file an application as soon as they are eligible to do so.
- A nonresident student who enrolls in a credit English as a Second Language (ESL) course at the district and who is any of the following:
  - A recent immigrant, as defined in 8 U.S. Code Section 1101(a)(15);

# AP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

- A recent refugee, as defined in 8 U.S. Code Section 1101(a)(42); or
- A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.

This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year. This exemption applies only to the tuition fee for credit ESL courses.

- Student representation (Education Code Section 76060.5; Title 5 Section 54805)

## Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))
- Refund processing (Title 5 Section 58508)
- ~~Telephone registration (Education Code Section 70902 subdivision (a))~~

# AP 5030 Fees



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- Physical fitness test (Education Code Section 70902 subdivision (b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))
- Credit Card Use (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

## Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime though writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)

# AP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

## Collection and Refund of Fees

- A. Associated Students Discount Sticker
  - \$9.50 - CHC
  - \$7.50 - SBVC
- B. Breakage/Lost Property Fee
  - Replacement cost of item(s) broken or lost
- C. Campus Center Fee
  - \$1.00/unit (not to exceed \$10 per fiscal year)
- D. Capital Outlay Fee
  - As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.
- E. Catalog
  - \$6.00 - purchased on campus
- F. Enrollment Fee
  - \$46.00/unit
- G. Upper Division Coursework Fee
  - \$84/unit
- H. Insufficient Funds Check
  - \$15.00
- I. International Student Application
  - \$25.00 (nonrefundable)
- J. Key Deposit/Replacement
  - \$15.00 plus cost of rekeying if needed (metal/electronic key)
- K. Learning Center Reproduction Fees, SBVC
  - \$0.20 - Laser printout: text, black and white printer
  - \$0.50 - Laser printout: graphics, black and white printer (over ½ page)
  - \$1.00 - Laser printout: graphics and/or text, color

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\$2.00 - Scan text or graphics to disk, per scan

## L. Library Fines – SBVC/CHC

\$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value

\$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value

\$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals

\$2.00 - replacement for lost library card

## M. Parking Permit Fees

\$45.00 - one semester (\$25 Promise Grant students)

\$24.00 - summer session

\$3.00 - daily

## N. Student Health and Accident Insurance

\$26.00 - per semester (includes \$1.50 accident insurance)

\$22.00 - summer session (includes \$1.50 accident insurance)

\$1.50 - accident insurance only

## O. Student Representation

\$2.00

## P. Supplemental Health Services Fee

At cost - TB skin test (one-step test)

At cost - All Vaccines

\$25.00 - Physical Exams

\$50.00 - DMV Physical Exams

At cost - Prescription medications

At cost - In-house Lab Tests

At cost - Lab Test sent to external lab

At cost - Optional Medical Procedures

At cost - Optional Medical Supplies

\$ 2.00 per item - Duplication of medical records

At cost - Birth Control Pills

# AP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Q. Transcripts/Verification

No cost - First two transcripts

\$10.00 - Additional transcripts

\$20.00 - Immediate requests for transcripts

\$5.00 plus cost - Online transcripts

## R. Transportation Fee

Students registering for Spring or Fall semester to pay:

\$9.00 for 6 or more credits/semester

\$8.00 for less than 6 credits/semester

\$6.00 for 6 or more credits/summer

\$5.00 for less than 6 credits/summer

## S. Crafton Hills College Recreation Fee

Students registering for CHC for Spring, Fall, or Summer semesters have the option to pay for the use of the aquatic and fitness centers:

\$8.00 per semester

## T. Book Rental Program Fee

Students registering for credit courses have the option to participate in the book rental program:

\$20.00 per unit

## Fee Refunds

### A. Designated Fees

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident tuition
3. Parking fee
4. Health fee
5. Accident Insurance fee
6. Student Services Card fee
7. Student Center fee
8. Student Representation Fee
9. Capital Outlay Fee



# AP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## 10. Student Transportation Fee

### B. Conditions

If a refund is requested for parking or student services card fees, the parking decal or the student services card must be attached to the refund request.

### C. Military Service Exception

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition and a copy of received orders of the affected student, refund the entire enrollment fee unless academic credit is awarded.

### D. Refund Schedule

This refund schedule applies to all fees listed in Paragraph A, above.

#### 1. Fees collected in error

Fees collected in error will be refunded in their entirety.

#### 2. Class canceled by the college

If a class is canceled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.

#### 3. Withdrawal from the College

##### a. Enrollment Fee/Nonresident Tuition

If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.

##### b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.

In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

#### 4. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.

#### 5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the

10/6/2024  
1/3/2024

# AP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

first 10% of a short-term class is not eligible for any refund.

## Waiver of Fees

The District will waive campus fees for students participating in the California Virtual Campus (CVC). Students attending online courses through the California Community Colleges online course exchange will be responsible for the tuition of courses.

The District may also waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

## References:

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, and 76300.5

Title 5 Sections 51012, 58520, and 58629

California Community College Chancellor's Office (CCCCO) Student Fee Handbook

ACCJC Accreditation Eligibility Requirement 20

**End Recommendation for AP 5030 Fees**

# BP 5075 Course Adds, Drops, and Withdrawals



10+1 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

- > Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade.
- > Minor Clerical Edit

## Level 3 Review Schedule

- 03/18/2024 ♦ Recommendation Received
- 04/08/2024 ♦ PPAC Approves Review Level
- 04/09/2024 ♦ Level 2 to Constituents and AS for Feedback
- 04/17/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 05/13/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 05/15/2024 ♦ AS Reviews Level 3 for Final Input
- 10/17/2024 ♦ PPAC Reviews Final AS Input
- 11/14/2024 ♦ BOT 1st Read
- 12/13/2024 ♦ BOT Final Approval

## Begin Recommendation for BP 5075 Course Adds, Drops, and Withdrawals

*(Replaces current SBCCD-BP-5080)*

Students may add or drop courses in accordance with the procedures recommended by the Chancellor.

### References:

Title 5 Sections 55024, [and 58004](#) [and 58509](#)

## End Recommendation for BP 5075 Course Adds, Drops, and Withdrawals

AP

# 5075 Course Adds, Drops, and Withdrawals



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade.

> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.

## Begin Recommendation for AP 5075 Course Adds, Drops, and Withdrawals

*(Replaces current SBCCD AP 5080)*

The District may allow students to add and drop courses pursuant to policy.

### Adding Courses

- A. Students may add courses during the first two weeks for a full-term course, or the first 10% of a ~~short-term~~ short-term course, only with the instructor's permission, contingent upon:
  1. the course still having available space
  2. the instructor's judgment regarding pedagogical and safety issues
- B. After the add period concludes,
  1. ~~students~~ Students may add a course only with the instructor's permission and through a petition approved by the Director of Admissions & Records or designee.
  2. ~~students~~ Students not officially registered in a course shall not be permitted to attend that course.

### Withdrawal/Military Withdrawal

- A. **Withdrawal Prior to Census (20% of instruction)**  
Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.
- B. **Withdrawal 20% - 60% of Instruction**  
Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the eleventh week (or 60% of the instructional time frame) shall have a "W" posted to the permanent record.
- C. **Withdrawal After 60% of Instruction**  
The permanent record of students who remain in class beyond the eleventh week of the term in a weekly census section (or 60% of the instructional time frame for all other section accounting methods) must reflect a grade symbol other than "W".
- D. **Extenuating Circumstances**  
Students who withdraw from weekly census sections after the eleventh week of the term (or 60% of the instructional time frame for all other sections accounting methods) may, in the case of extenuating circumstances, be assigned the "W". Such cases will require verification and will be handled by the appropriate college official in consultation with the instructor(s). Extenuating circumstances are defined as illness, accident, unforeseen job shift change, job assignment outside of the attendance area and extreme weather conditions.
- E. **Military Withdrawal**  
An "MW" (Military Withdrawal) shall be assigned for students who are members of an active or reserve United States military service who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The "MW" shall not be counted in progress probation and dismissal calculations.

### Intervention Program



## 5075 Course Adds, Drops, and Withdrawals



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

A student will be permitted to withdraw from a class and receive a "W" no more than three times. In the case of multiple withdrawals, the District offers the following intervention program:

- A. Students may be permitted to enroll in a class after having received the maximum authorized number of "W" symbols as long as the students will receive a grade or a non-evaluative symbol other than a "W" upon completion of the course, if the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District's policy approves such withdrawal after a review of a petition submitted by the student.
- B. An excused withdrawal ("EW") will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. An excused withdrawal occurs when a student withdraws from a course due to an extraordinary condition under Title 5 Section 58509. In no case shall an excused withdrawal result in a student being assigned an "FW" grade,

### Instructor Initiated Drops Prior to Census

- A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:
1. Been identified as a no show
  2. Students who are no longer attending the course

Instructors shall clear their rolls of inactive students no later than the day prior to census.

"Inactive students" include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses ~~and~~ are therefore dropped by the instructor.

### Course Repetition

The District will comply with Title 5 regulations regarding course repetition and withdrawals.

### References:

Title 5 Sections 55024, [and](#) 58004, [and](#) 58509

**End Recommendation for AP 5075 Course Adds, Drops, and Withdrawals**

BP

# 6925 Refreshments or Meals Served at Meetings and District Events



Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

>Chapter Lead to retire policy and procedure which is no longer relevant due to more efficient process

## Level 2 Review Schedule

- 07/17/2024 ♦ Recommendation Received
- 09/19/2024 ♦ PPAC Approves Review Level
- 09/20/2024 ♦ Level 2 to Constituents and AS for Feedback
- 10/02/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 10/17/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 11/14/2024 ♦ BOT 1st Read
- 12/13/2024 ♦ BOT Final Approval

## Begin Recommendation for BP 6925 Refreshments or Meals Served at Meetings and District Events

***\*\*RETIRE POLICY & PROCEDURE\*\****

*(Replaces current SBCCD BP 3750)*

~~The Board of Trustees authorizes the Chancellor to develop administrative procedures allowing for a limited expenditure of funds for refreshments and/or meals served while conducting District business and District approved Associated Student Club business.~~

-

**References:**

None

## End Recommendation for BP 6925 Refreshments or Meals Served at Meetings and District Events

AP

## 6925 Refreshments or Meals Served at Meetings and District Events



Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ Both BP & AP Exist

### Reasons for Review

>Chapter Lead to retire policy and procedure which are no longer relevant due to more efficient process

### Begin Recommendation for AP 6925 Refreshments or Meals Served at Meetings and District Events

#### **\*\*RETIRE POLICY & PROCEDURE\*\***

*(Replaces current SBCCD AP 3750)*

#### **1.—Refreshments and/or Meals**

The Board of Trustees authorizes the expenditure of funds for refreshments and/or meals served at District or approved Associated Students meetings and trainings in order to conduct District business or Associated Student Clubs business under the conditions set forth in sections A.1 and A.2.

##### **1.—Attended by Employees and/or Students**

For meetings or trainings attended only by employees and/or currently enrolled students are authorized for up to a total \$1000 for that meeting or training. Expenditures in excess of \$1,000 require Board approval prior to the meeting or training. Bottled water for individual use is exempt from the conditions below.

##### **2.—Attended by Employees and/or Students as well as Non-employees or Non-Students**

For meetings or training attended by employees, currently enrolled students, and by one or more non-employees and/or non-students of the District, are authorized for up to \$500. Expenditures in excess of a total \$500 for that meeting or training require Board approval prior to the meeting or training.

#### **2.—Refreshments or Meals for events**

Events are defined as activities in which non-employees and/or non-students will be or can be attending and/or participating (e.g. job fair, holiday event, recruitment event); or is on a large enough scale to be considered neither a meeting nor training. Any refreshments and/or meals for an event require Board approval prior to the event.

#### **3.—Refreshments or Meals Charged to Grant Funds**

Any expenditure for refreshments or meals charged to grant funds must meet the requirements set forth in paragraphs A and B above. In addition, such expenditures must be specifically authorized by the terms and conditions set forth in the grant agreement.

#### **4.—Purchase Order and/or Requisition**

Expenditures for refreshments and/or meals must specify on the District purchase order, trust account requisition, or submitted with Cal Card statement reconciliation:

- 1.—The name(s) of the individuals or group name, or general description of the parties, for which the refreshments or meals are to be served.
- 2.—The agenda or purpose of the meeting, training, or event.
- 3.—The location and date of the meeting, training or event.
- 4.—If required by Section A.1, A.2, or B, the Board approval date for the expenditure.

Expenditures for Associated Student accounts must be made in accordance with Board Policy (BP) 5420 titled Associated Students Finance and approved by appropriate person listed within BP 5420.

#### References:

None

### End Recommendation for AP 6925 Refreshments or Meals Served at Meetings and District Events

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Steve J. Sutorus, Executive Director of Fiscal Services

**DATE:** November 14, 2024

**SUBJECT:** Budget Revenue & Expenditure Summary

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

While year-to-date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 2024-25 budget unless otherwise noted here. For explanations of any significant variances in year-to-date revenues/expenditures from fiscal year elapsed, please see the attached summary.

### **ANALYSIS**

The attached Revenue and Expenditure Summary reflects activity for the 2024-25 fiscal year through October 22, 2024. As of that date, SBCCD was 31.2% through the fiscal year and had spent and/or encumbered approximately 29.4% of its unrestricted general fund budget.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

This analysis is an important tool for the Board of Trustees to track SBCCD revenue and expenditures across all funds.







## Budget Revenue & Expenditure Summary

Year to Date 10/22/24

[v.10.24.2024.p.1|2]

### 31.2% of Fiscal Year Elapsed

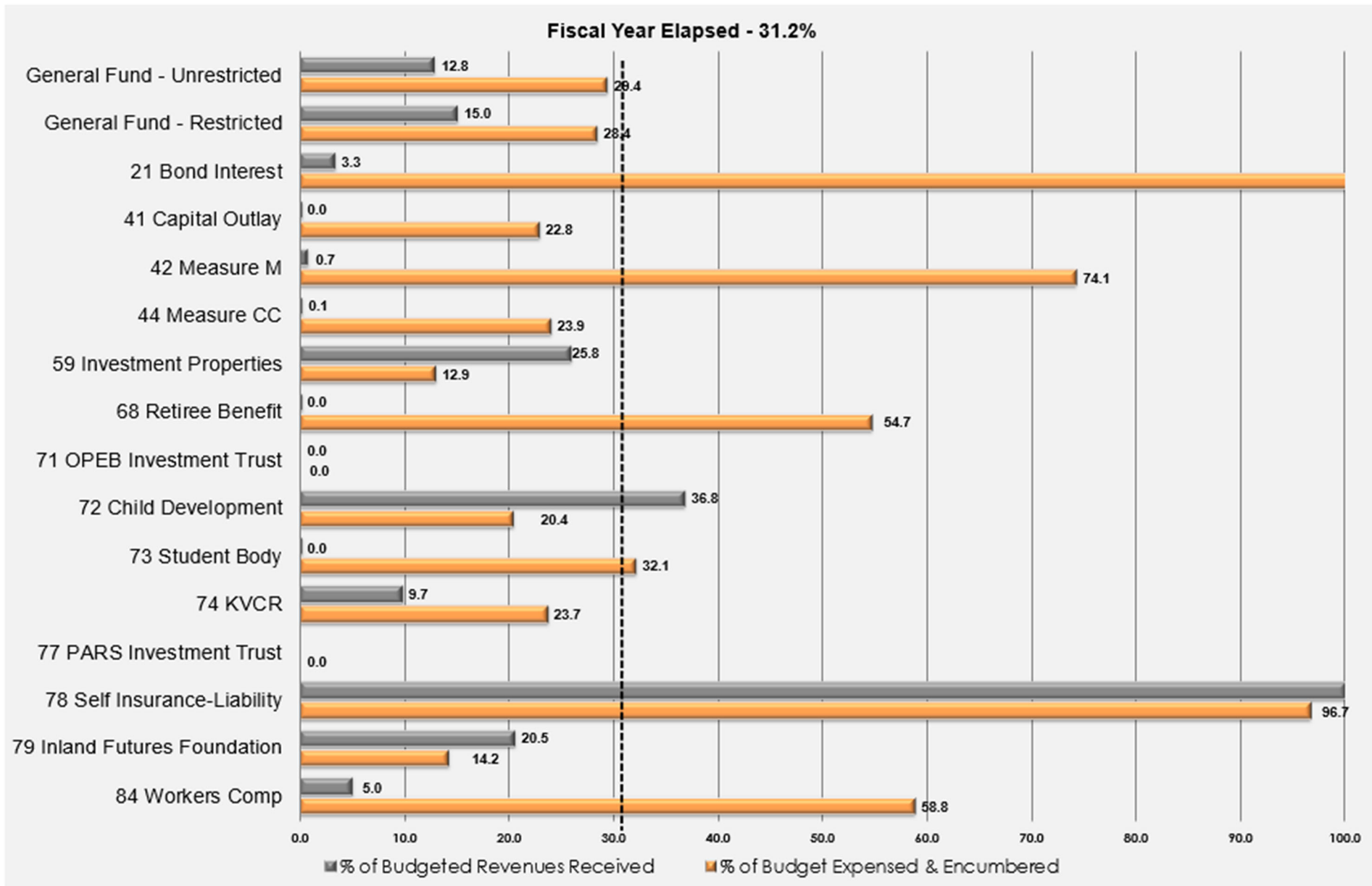
FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund - Unrestricted	143,959,350	18,492,663	12.8%	143,900,470	42,249,250	29.4%	Expenditures are consistent with the needs of the fund given the current climate.
01 General Fund - Restricted	108,021,646	16,220,042	15.0%	108,021,646	30,630,036	28.4%	Revenues are received on reimbursement basis.
21 Bond Interest & Redemption	55,000,000	1,799,317	3.3%	55,000,000	56,029,911	101.9%	Taxes are determined and collected by the County for bond measures.
41 Capital Outlay	3,714,676	0	0.0%	8,573,383	1,955,923	22.8%	Revenues are posted in arrears.
42 Measure M	800,000	5,362	0.7%	11,538,428	8,552,663	74.1%	Purchase orders covering expenses for the entire fiscal year are created early in the year. Posting of Interest for Q1 in process.
44 Measure CC	6,000,000	7,024	0.1%	297,489,492	71,212,534	23.9%	Posting of Interest for Q1 in process.
59 Investment Properties	5,201,007	1,343,181	25.8%	6,922,803	894,267	12.9%	Revenue and expenditure activity posted one month in arrears. Posting in progress for October activity.
68 Retiree Benefit	371,000	1	0.0%	2,871,000	1,570,264	54.7%	Revenues are posted in arrears. Payment for FY24 SERP issued early in the year.
71 OPEB Trust	1,000,000	-	0.0%	82,000	-	0.0%	Investment activity is posted on a quarterly basis. Q1 activity posting in process.
72 Child Development	5,236,304	1,924,599	36.8%	5,236,304	1,068,324	20.4%	
73 Student Body Center Fee	346,950	0	0.0%	346,950	111,291	32.1%	Revenues are posted in arrears. Expenditures are consistent with the needs of the fund.
74 KVCR	9,635,612	935,542	9.7%	9,616,392	2,280,617	23.7%	Revenues are posted in arrears.
77 PARS Trust	5,400,000	(0)	0.0%	5,202,000	-	0.0%	Investment activity is posted on a quarterly basis. Q1 activity posting in process.
78 Self Insurance-Liability	1,200,000	1,200,000	100.0%	1,200,000	1,160,307	96.7%	Revenues transferred in full at the beginning of the fiscal year. Insurance premiums paid early in the year.
79 Inland Futures Foundation	1,483,453	304,032	20.5%	1,483,453	211,140	14.2%	Revenues are posted in arrears. Expenditures are consistent with the needs of the fund.
84 Workers Compensation	2,444,920	121,326	5.0%	2,986,865	1,755,133	58.8%	Purchase order covering the entire year is created early in the year. Revenues are posted in arrears.
<b>Total (All Funds)</b>	<b>349,814,918</b>	<b>42,353,091</b>	<b>12.1%</b>	<b>660,471,186</b>	<b>219,681,659</b>	<b>33.3%</b>	



# Budget Revenue & Expenditure Summary

Year to Date 10/22/24

[v.10.24.2024.p.2]2



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Dr. Diana Z. Rodriguez, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Farrah Farzaneh, Executive Director, Facilities Planning, Construction, & Sustainability  
**DATE:** November 14, 2024  
**SUBJECT:** Construction Change Orders and Amendments – Bond

**RECOMMENDATION**

This item is for information only and no action is required.

**OVERVIEW**

In January 2022, the Board of Trustees approved the Revised Construction Change Order Board Approval Process. The process includes a program-wide Measure CC construction change order percentage goal of 5% or less. In addition, change orders that are <\$250,000 which result in a cumulative increase to a contract of <10% of its original value will be authorized by the Chancellor or her designee and presented to the Board for information at the next available business meeting.

**ANALYSIS**

A detailed summary of all Measure CC Program Change Orders is attached. The change orders listed were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with approved procedures and goals.

Total Measure CC Construction Contracts	Total Measure CC Change Order Amount	Program-Wide Change Order %
\$304,504,703	\$4,741,638	1.56

**SBCCD GOALS**

- 4. Ensure Fiscal Accountability/Sustainability

**FINANCIAL IMPLICATIONS**

The costs will be included in the Bond Construction budget.





**SBCCD  
CONSTRUCTION CHANGE ORDER SUMMARY**

Campus	Contract Amount	Change Orders	New Contract Amount	Change Order % of Program Contracts
CC01-1000 : San Bernardino Valley College	\$177,049,056.80	\$3,882,406.81	<b>\$180,931,463.61</b>	2.19%
CC02-2000 : Crafton Hills College	\$127,269,146.13	\$854,419.96	<b>\$128,123,566.09</b>	0.67%
CC03-3000 : San Bernardino Community College District Wide	\$186,500.17	\$4,812.02	<b>\$191,312.19</b>	2.58%
<b>TOTAL FOR CHANGE ORDERS</b>	<b>\$304,504,703.10</b>	<b>\$4,741,638.79</b>	<b>\$309,246,341.89</b>	<b>1.56%</b>



**SBCCD**  
**CONSTRUCTION CHANGE ORDER SUMMARY**  
**CC01-1000 : San Bernardino Valley College**

**CC01-1000 : San Bernardino Valley College**

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC01-3601 : Technical Building Replacement (DBB)	\$69,832,624.00	\$2,807,486.30	\$72,640,110.30	4.02%
CC01-3605 : Softball Field	\$7,687,500.00	\$562,550.00	\$8,250,050.00	7.32%
CC01-3606 : Student Services Building (New Construction)	\$79,979,313.00	\$0	\$79,979,313.00	-
CC01-3608 : Career Pathways Phase 2 (PDB)	\$4,870,412.92	\$0	\$4,870,412.92	-
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	\$14,679,206.88	\$512,370.51	\$15,191,577.39	3.49%
<b>CC01-1000 : San Bernardino Valley College Total</b>	<b>\$177,049,056.80</b>	<b>\$3,882,406.81</b>	<b>\$180,931,463.61</b>	<b>2.19%</b>

**CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date**

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
<b>CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)</b>	<b>RAN Enterprises, Inc. SBVC PS&amp;HLS Mechanical Improvements</b>	<b>RAN Enterprises, Inc. - Change Order #0011*</b>	<b>\$1,866,000.00</b>	<b>\$13,340.16</b>	<b>0.71%</b>	<b>5.68%</b>	<b>30-Sep-24</b>	<b>14-Nov-24</b>
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PUB Construction, Inc. SBVC CWI Biology Garden Expansion Project	PUB Construction, Inc. - Change Order #02	\$1,373,000.00	\$28,055.87	2.04%	-4.44%	21-Aug-24	10-Oct-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PUB Construction, Inc. SBVC CWI Biology Garden Expansion Project	PUB Construction, Inc. - Change Order #01	\$1,373,000.00	-\$88,993.85	-6.48%	-6.48%	21-Aug-24	10-Oct-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0023*	\$7,582,685.00	\$83,886.00	1.11%	5.67%	23-Jul-24	12-Sep-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0021	\$7,582,685.00	\$85,213.00	1.12%	4.56%	08-Mar-24	09-May-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0022	\$7,582,685.00	\$76,530.00	1.01%	3.44%	08-Mar-24	09-May-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0008	\$1,866,000.00	-\$29,607.16	-1.59%	1.82%	13-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0010	\$1,866,000.00	\$17,872.49	0.96%	2.78%	13-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0009	\$1,866,000.00	\$40,734.50	2.18%	4.96%	14-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Change Order #0001	\$828,444.88	-\$17,661.75	-2.13%	-2.13%	08-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Change Order #0002	\$828,444.88	-\$50,000.00	-6.04%	-8.17%	08-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0018	\$7,582,683.00	\$173,322.00	2.29%	4.30%	14-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0019	\$7,582,684.00	-\$270,000.00	-3.56%	0.74%	24-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0020	\$7,582,685.00	\$127,661.00	1.68%	2.43%	26-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0012	\$7,582,683.00	-\$240,000.00	-3.17%	0.54%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0013	\$7,582,683.00	\$133,348.00	1.76%	2.30%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0014	\$7,582,683.00	\$151,147.00	1.99%	4.29%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0015	\$7,582,683.00	\$16,013.00	0.21%	4.50%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0016	\$7,582,683.00	-\$240,000.00	-3.17%	1.34%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0017	\$7,582,683.00	\$51,602.00	0.68%	2.02%	02-Feb-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	AC Pros, Inc. SBVC Campus-Wide Infrastructure (DBB)	AC Pros, Inc. - Change Order #0002	\$726,720.00	\$4,804.79	0.66%	2.15%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0011	\$7,582,683.00	\$32,156.00	0.42%	3.70%	04-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0010	\$7,582,683.00	\$13,545.00	0.18%	3.28%	04-Oct-23	09-Nov-23

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0009	\$7,582,683.00	\$4,769.00	0.06%	3.10%	02-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0008	\$7,582,683.00	\$104,731.00	1.38%	3.04%	02-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0007	\$7,582,683.00	\$14,816.00	0.20%	1.66%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0006	\$7,582,683.00	\$4,500.00	0.06%	1.46%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0005	\$7,582,683.00	\$15,554.00	0.21%	1.40%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0004	\$7,582,683.00	\$21,125.00	0.28%	1.20%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0003	\$7,582,683.00	\$35,998.00	0.47%	0.92%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. Change Order #0003*	\$495,230.00	\$5,053.27	1.02%	8.36%	03-Aug-23	14-Sep-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	AC Pros, Inc. SBVC Campus-Wide Infrastructure (DBB)	AC Pros, Inc. - Change Order #0001	\$726,720.00	\$10,804.55	1.49%	1.49%	14-Jul-23	14-Sep-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0007	\$1,866,000.00	\$4,118.23	0.22%	3.41%	21-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0002*	\$495,230.00	\$36,366.48	7.34%	7.34%	20-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	G.A. Technical Services, Inc. SBVC CWI Utility Upgrades	G.A. Technical Services, Inc. - Change Order #0001***	\$171,500.00	\$19,223.96	11.21%	11.21%	24-Jul-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0002	\$7,582,683.00	\$3,629.00	0.05%	0.44%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0001	\$7,582,683.00	\$30,099.00	0.40%	0.40%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0001	\$495,230.00	\$0	-	-	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Rebekah and Company	Rebekah and Company - Change Order #0001	\$324,089.00	\$16,000.00	4.94%	4.94%	10-Apr-23	08-Jun-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0006	\$1,866,600.00	\$1,606.33	0.09%	3.19%	30-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0005	\$1,866,600.00	\$12,861.33	0.69%	3.10%	30-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0003	\$1,866,600.00	\$25,839.21	1.38%	2.41%	01-Feb-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0004	\$1,866,600.00	\$1,643.34	0.09%	1.03%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0002	\$1,866,600.00	\$6,884.46	0.37%	0.94%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0001	\$1,866,600.00	\$10,670.11	0.57%	0.57%	12-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	C.I. Services Construction Agreement -	C.I. Services - Change Order #02*	\$398,000.00	\$23,512.86	5.91%	9.41%	18-May-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	C.I. Services Construction Agreement - Campus Roof Replacement	C.I. Services - Change Order #01	\$398,000.00	\$13,937.73	3.50%	3.50%	04-May-22	09-Jun-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction Inc. CO#003	\$483,000.00	-\$10,000.00	-2.07%	-5.04%	29-Jul-21	07-Oct-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #02	\$483,000.00	\$0	-	-2.97%	08-Feb-21	13-May-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #01	\$483,000.00	-\$14,340.40	-2.97%	-2.97%	28-Oct-20	14-Jan-21



**SBCCD**  
**CONSTRUCTION AMENDMENT SUMMARY**  
**CC01-1000 : San Bernardino Valley College**

**CC01-1000 : San Bernardino Valley College**

**CC01-1000 : San Bernardino Valley College - Contract Amendments**

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #02 - Swing Space - Preconstruction & Design Services	\$79,028,832.00	\$190,000.00	\$760,481.00	\$79,979,313.00	13-Nov-23	09-Nov-23
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #01 - Design/Preconstruction Time Extension	\$79,028,832.00	\$0	\$190,000.00	\$79,218,832.00	13-Nov-23	09-Nov-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #04 - Credit for Termination for Convenience	\$65,436,634.00	\$147,974.00	-\$60,714,195.08	\$4,870,412.92	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #03 - Design / Preconstruction Time Extension	\$65,436,634.00	\$70,000.00	\$77,974.00	\$65,584,608.00	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #02 - Programming Scope & Time	\$65,436,634.00	\$0	\$70,000.00	\$65,506,634.00	04-Mar-22	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #01 - Insurance Language	\$65,436,634.00	\$0	\$0	\$65,436,634.00	10-Jan-22	12-May-22



**SBCCD**  
**CONSTRUCTION CHANGE ORDER SUMMARY**  
**CC02-2000 : Crafton Hills College**

**CC02-2000 : Crafton Hills College**

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC02-3621 : Crafton Hall Renovation (DBB)	\$6,380,000.00	\$0	\$6,380,000.00	-
CC02-3623 : Gym Demolition (DBB)	\$1,255,579.18	\$96,347.19	\$1,351,926.37	7.67%
CC02-3625 : Public Safety Training Center (DB)	\$8,501,117.00	-\$30,976.59	\$8,470,140.41	-0.36%
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	\$12,815,585.95	\$187,731.50	\$13,003,317.45	1.46%
CC02-3631 : Instructional Building (PDB)	\$40,885,710.00	\$0	\$40,885,710.00	-
CC02-3633 : Central Complex 2 Renovation (DB)	\$9,509,146.00	\$46,325.00	\$9,555,471.00	0.49%
CC02-3634 : Child Development Center Renovation (DBB)	\$2,023,008.00	\$58,862.86	\$2,081,870.86	2.91%
CC02-3635 : New Performing Arts Center (DBB)	\$45,899,000.00	\$496,130.00	\$46,395,130.00	1.08%
<b>CC02-2000 : Crafton Hills College Total</b>	<b>\$127,269,146.13</b>	<b>\$854,419.96</b>	<b>\$128,123,566.09</b>	<b>0.67%</b>

**CC02-2000 : Crafton Hills College - Executed Change Orders To Date**

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
<b>CC02-3635 : New Performing Arts Center (DBB)</b>	<b>Bernards Bros.</b>	<b>Bernards Bros. - Change Order #004</b>	<b>\$45,899,000.00</b>	<b>\$91,785.00</b>	<b>0.20%</b>	<b>1.08%</b>	<b>20-Sep-24</b>	<b>14-Nov-24</b>
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #003R*	\$835,134.45	\$35,341.73	4.23%	5.38%	27-Aug-24	10-Oct-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	J. A. Urban, Inc. - CHC CWI Campus Accessibility and Site Improvements - Phase 2	J.A. Urban, Inc. Change Order #0002	\$1,002,371.50	-\$12,097.52	-1.21%	3.33%	03-Sep-24	10-Oct-24
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #03	\$2,023,008.00	-\$44,618.65	-2.21%	2.91%	03-Sep-24	10-Oct-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #003	\$45,899,000.00	\$207,539.00	0.45%	0.88%	20-Aug-24	10-Oct-24
CC02-3633 : Central Complex 2 Renovation (DB)	W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation	W.E. O'Neil Construction Co. - Change Order #002	\$9,509,146.00	\$0	-	0.49%	23-Aug-24	10-Oct-24
CC02-3633 : Central Complex 2 Renovation (DB)	W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation	W.E. O'Neil Construction Co. - Change Order #001	\$9,509,146.00	\$46,325.00	0.49%	0.49%	22-Jul-24	12-Sep-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #002	\$45,899,000.00	\$86,215.00	0.19%	0.43%	20-Jun-24	08-Aug-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #001	\$45,899,000.00	\$110,591.00	0.24%	0.24%	11-Jun-24	08-Aug-24
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Erickson-Hall - Change Order #02	\$8,501,117.00	-\$20,698.59	-0.24%	-0.36%	13-May-24	11-Jul-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	J. A. Urban, Inc. - CHC CWI Campus Accessibility and Site Improvements - Phase 2	J. A. Urban, Inc. Change Order #0001	\$1,002,371.50	\$45,509.35	4.54%	4.54%	13-Mar-24	09-May-24
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Erickson-Hall - Change Order #01	\$8,501,117.00	-\$10,278.00	-0.12%	-0.12%	12-Oct-23	11-Jan-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #02	\$835,134.45	\$850.00	0.10%	1.14%	05-Jun-23	13-Jul-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #01	\$835,134.45	\$8,697.66	1.04%	1.04%	01-Jun-23	13-Jul-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #02*	\$2,023,008.00	\$5,229.04	0.26%	5.12%	24-Feb-23	11-May-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #01	\$2,023,008.00	\$98,252.47	4.86%	4.86%	15-Feb-23	11-May-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	TotalEnergies Renewables, LLC - Change Order #02	\$7,308,428.00	\$17,169.50	0.23%	-0.01%	08-Dec-22	09-Feb-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	SunPower Corporation, Systems - Change Order #01	\$7,308,428.00	-\$17,891.20	-0.24%	-0.24%	10-Oct-22	10-Nov-22



Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Baker Electric, Inc. CHC LRC Generator & Equipment Dec. 2021	Baker - Change Order #01	\$686,675.00	-\$19,592.00	-2.85%	-2.85%	17-Mar-22	12-May-22

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #02*	\$392,213.00	\$11,088.23	2.83%	5.54%	14-Feb-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #01	\$392,213.00	\$10,641.88	2.71%	2.71%	01-Nov-21	13-Jan-22
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #03*	\$1,074,000.00	\$49,449.22	4.60%	8.26%	07-Sep-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Borden Excavating, Inc. CHC Gym Demo - Bldg 17 Phase 3	Borden Excavation - Change Order #01*	\$77,555.00	\$7,629.57	9.84%	9.84%	26-Aug-21	07-Oct-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #02*	\$435,592.00	\$41,166.00	9.45%	9.45%	29-Jun-21	07-Oct-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #02*	\$834,900.00	\$62,480.87	7.48%	8.01%	28-Jun-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #02	\$1,074,000.00	\$34,757.37	3.24%	3.66%	09-Jun-21	12-Aug-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #01	\$834,900.00	\$4,367.00	0.52%	0.52%	01-Apr-21	13-May-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #01	\$1,074,000.00	\$4,511.03	0.42%	0.42%	22-Feb-21	08-Apr-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #01	\$435,592.00	\$0	-	-	16-Feb-21	08-Apr-21
<b>CC02-2000 : Crafton Hills College - Executed Change Orders To Date</b>				<b>\$854,419.96</b>				

\* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%

\*\* Change order greater than \$250,000

\*\*\* Change order is subject to the limitations determined by SBCCD's Uniform Construction Cost Accounting Procedures program for construction contracts between \$60,000 and \$200,000



**SBCCD  
CONSTRUCTION AMENDMENT SUMMARY  
CC02-2000 : Crafton Hills College**

**CC02-2000 : Crafton Hills College**

**CC02-2000 : Crafton Hills College - Contract Amendments**

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC02-3631 : Instructional Building (PDB)	Tilden-Coil Constructors, Inc.	Amendment #01 - Learning Resource Center Additional Scope	\$40,648,641.00	\$0	\$237,069.00	\$40,885,710.00	15-Jul-24	11-Jul-24
CC02-3633 : Central Complex 2 Renovation (DB)	W. E. O'Neil Construction Co.	Amendment #01 - Establishment of Guaranteed Maximum Price (GMP)	\$9,090,787.00	\$0	\$418,359.00	\$9,509,146.00	17-Jul-23	13-Jul-23
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #02 - Establishment of Guaranteed Maximum Price (GMP)	\$6,781,795.00	\$2,095,578.00	-\$376,256.00	\$8,501,117.00	07-Dec-22	12-Jan-23
CC02-3626 : Campus-Wide Infrastructure CHC	SunPower Corporation, Systems DB Contract - CHC CWI Solar PV	Amendment #01 - Change in Photovoltaic Module Model and the Production Guarantee (No Cost Impact)	\$7,308,428.00	\$0	\$0	\$7,308,428.00	10-Oct-22	10-Nov-22
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #01 - Contract Updates	\$6,781,795.00	\$0	\$2,095,578.00	\$8,877,373.00	21-Jan-22	13-Jan-22



**SBCCD**  
**CONSTRUCTION CHANGE ORDER SUMMARY**  
**CC03-3000 : San Bernardino Community College District Wide**

<b>CC03-3000 : San Bernardino Community College District</b>				
Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC03-0002 : Program Expenses	\$695.00	\$0	\$695.00	-
CC03-3640 : District-Wide	\$185,805.17	\$4,812.02	\$190,617.19	2.59%
<b>CC03-3000 : San Bernardino Community College District</b>	<b>\$186,500.17</b>	<b>\$4,812.02</b>	<b>\$191,312.19</b>	<b>2.58%</b>

**CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date**

Child Development Center Ref	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban PMO TI - Change Order #002 - No Cost Time Extension	\$185,805.17	\$0	-	2.59%	17-Mar-21	13-May-21
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban District PMO TI - Change Order #001	\$185,805.17	\$4,812.02	2.59%	2.59%	19-Nov-20	14-Jan-21
<b>CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date</b>				<b>\$4,812.02</b>				

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Farrah Farzaneh, Executive Director, Facilities Planning, Construction & Sustainability

**DATE:** November 14, 2024

**SUBJECT:** Construction Change Orders and Amendments – Non-Bond

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

In January 2022, the Board of Trustees approved the Revised Construction Change Order Board Approval Process. Based on the approved process, change orders <\$250,000 which result in a cumulative increase to the contract of <10% of its original value will be authorized by the Chancellor or her designee and presented to the Board for information at the next available business meeting.

### **ANALYSIS**

The Change Orders listed on the attached were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with approved SBCCD procedures and goals.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

The costs of these change orders will be included in the appropriate construction budget.





## Construction Change Orders – Non-Bond

Presented for Information November 14, 2024

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Project	Contractor	Change Order	Original Contract Amount	Change Order Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	New Contract Amount	Executed Date	Board Approval Date
03-2122-02 DSO Boardroom Remodeling	Harik Construction Inc	Change Order #1	\$637,000	\$62,250.32	9.7 %	9.7 %	\$699,250.32	9/26/2024	11/14/2024

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Steven J. Sutorus, Executive Director, Business & Fiscal Services

**DATE:** November 14, 2024

**SUBJECT:** Contracts Below \$114,500

**RECOMMENDATION**

This item is for information only. No action is necessary.

**OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code. Such purchase and/or expense contract requests below this limit, including income contracts, shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

**ANALYSIS**

The California Board of Governors sets the formal bid limit for procurement of goods and/or services on an annual basis. The formal bid limit for the current calendar year has been set at \$114,500. Construction services are not included in this board item.

**SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

**FINANCIAL IMPLICATIONS**

The attached purchase and/or contract requests have been budgeted for via purchase orders.





**Contracts Below \$114,500**  
Presented for Information November 14, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30291	Modern Clerisy	Training Services	SBCCD	EDCT	\$ 40,000.00		
30292	Mt San Jacinto CCD	Subgrantee Agreement	SBCCD	EDCT	\$ 38,640.00		
30293	Mt San Jacinto CCD	Subgrantee Agreement	SBCCD	EDCT	\$ 61,824.00		
30294	Children's Fund Inc	Facility Use	SBVC	Admin Services	No Cost		
30295	Community Action Partnership of San Bernardino County	Facility Use	SBVC	Admin Services	No Cost		
30296	Community Action Partnership of San Bernardino County	Facility Use	SBVC	Admin Services	No Cost		
30297	AAF International	Repairs	CHC	Facilities	\$ 7,281.21		
30298	Cart Guy, The	Bus Rental	SBVC	Maintenance	\$ 1,793.85		
30299	Zacarias, Angel	Performer	SBVC	Student Services	\$ 200.00		





**Contracts Below \$114,500**  
Presented for Information November 14, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30300	Wildasinn, Patricia	Services	SBCCD	Professional Development	\$ 1,640.00		
30301	Underwriting Wave LLC	Professional services	KVCR	KVCR	\$84,000 + commission		
30302	Regroup	Software/Licensing	DSO	TESS	\$ 27,500.00		
30303	JZPC Party Rentals Inc	Rental	SBVC	Student Services	\$ 2,408.29		
30304	Leighton Consulting Inc	Consultants	SBCCD	Facilities	\$ 7,000.00		
24630	Regents of the University of CA - Riverside	Income - Amendment 01	CHC	MESA		\$ 20,000.00	Update language
30306	Adams, Erin	Speaker Agreement	CHC	Language Arts	\$ 400.00		
30307	Intermex Inc	Bus Rental	CHC	Student Services	\$ 1,900.00		
30308	Desert CCD	Subgrantee Agreement	SBCCD	EDCT	\$ 61,824.00		



**Contracts Below \$114,500**  
Presented for Information November 14, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30309	Desert CCD	Subgrantee Agreement	SBCCD	EDCT	\$ 38,640.00		
30310	Desert CCD	Subgrantee Agreement	SBCCD	EDCT	\$ 31,322.00		
30311	Party Plus Rentals	Rental	SBVC	Student Services	\$ 2,060.90		
30312	Olivera, Rita	Performer	SBVC	Student Services	\$ 200.00		
30313	Diamond Chevrolet of San Bernardino	On Demand Services	SBCCD	District Police	\$ 2,500.00		
30314	David Ollis Landscape Development	On Demand Services	SBCCD	Facilities	\$ 5,000.00		
30316	Avalon Transportation LLC	Bus Rental	SBVC	STEM	\$ 1,025.00		
30317	Osnaya, Darby Gamaliel	Performer	SBVC	Student Services	\$ 200.00		
30318	Couts Heating and Cooling Inc	Maintenance Agreement	SBCCD	Facilities	\$ 62,542.56		



**Contracts Below \$114,500**  
Presented for Information November 14, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30319	Allegiance Group	Software/Licensing	KVCR	KVCR	\$ 81,954.20		
30320	San Bernardino City USD - Secondary Education	Facility Use	SBVC	Admin Services	No Cost		
30321	Give Something Back	Facility Use	SBVC	Admin Services	No Cost		
30322	Inland Counties Anti-Hate Coalition	Facility Use	SBVC	Admin Services	No Cost		
27509	California Department of Education	Income - Amendment 01	SBVC	Child Center		\$ 2,895,618.00	\$ 38,186.00
30324	Riverside CCD	Participation Agreement	SBCCD	EDCT		\$ 255,303.00	
30325	Loma Linda University - School of Nursing	Concurrent Enrollment	SBVC	Nursing	No Cost		
24035	University Enterprise Corp at Cal State San Bernardino	Income - Amendment 01	SBVC	Grants		\$ 12,115.23	Update terms
30327	Espinoza, Alex	Speaker Agreement	SBVC	Library	\$ 500.00		



**Contracts Below \$114,500**  
Presented for Information November 14, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30328	Event Pixie	Services	SBVC	First Year	\$ 1,120.00		
30329	Cidi Labs	Software/Licensing	DSO	TESS	\$ 17,088.00		
30330	Interworks Inc	Services	SBCCD	ED & SSS	\$ 9,800.00		
30331	Desert CAM Inc	Broadcasting Rights	KVCR	KVCR	\$ 2,700.00		
30332	Inland Empire Stages LTD	Bus Rental	SBVC	Student Services	\$ 1,110.00		
30333	Inland Empire Stages LTD	Bus Rental	SBVC	Student Services	\$ 1,110.00		
30334	Amazon Web Services	Software/Licensing	DSO	TESS	\$ 50,000.00		
30335	Parker, Damarea	Speaker Agreement	SBVC	Student Services	\$ 1,000.00		
30336	Intermex Inc	Bus Rental	SBVC	First Year	\$ 1,700.00		



**Contracts Below \$114,500**  
Presented for Information November 14, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30337	Gutter Guru Business LLC	Services	SBVC	Maintenance	\$ 8,285.00		
30338	Ellucian CampusLogic Inc	Software/Licensing	SBVC	Financial Aid	\$ 66,675.00		
30339	Avalon Transportation LLC	Bus Rental	SBVC	STEM	\$ 1,400.00		
30341	Phoenix Group Information Systems	Services	CHC	Admin Services	\$ 34,975.00		
30342	Regal Cinemas Inc	Rental	SBVC	RTVF	\$ 2,700.00		
30343	Mascot Media	Advertising	CHC	President	\$ 6,200.00		
30344	Party Plus Rentals	Rental	SBVC	First Year	\$ 2,391.00		
30345	Mitsubishi Electric Power Products	Maintenance Agreement	DSO	TESS	\$ 17,439.00		
30346	Party Plus Rentals	Rental	SBVC	Student Services	\$ 126.99		



**Contracts Below \$114,500**  
Presented for Information November 14, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30347	Pennington Designs	Services	CHC	President	\$ 270.24		
30348	Public Health Institute	Income	SBVC	Health Services		\$ 10,000.00	
30349	Paint the Town LLC	Services	SBVC	First Year	\$ 1,741.73		
30350	Vizio Inc	Non Disclosure Agreement	KVCR	KVCR	No Cost		
30352	Motimatic PBC	Services	SBCCD	ED & SSS	\$ 60,000.00		
30353	Buenrostro, Bryan	Performer	SBVC	Student Services	\$ 200.00		
30354	Gail Davis & Associates Inc	Speaker Agreement	CHC	Student Life	\$ 8,000.00		
30355	Bestway Laundry Solutions	Repairs	SBVC	Athletics	\$ 729.71		
30356	Best Golf Carts	Repairs	SBVC	Athletics	\$ 2,577.31		



**Contracts Below \$114,500**  
Presented for Information November 14, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30357	Event Pixie	Services	SBVC	First Year	\$ 2,780.00		
30358	Maxient LLC	Software/Licensing	SBCCD	Human Resources	\$ 52,500.00		
30359	Fuel Pros Inc	On Demand Services	CHC	Facilities	\$ 1,500.00		
30360	California Department of Corrections & Rehabilitation	Services	SBCCD	ATPC	\$ 56,000.00		
30362	H&L Charter Co Inc	Bus Rental	CHC	Student Services	\$ 1,570.00		
30363	Ellucian Company LP	Services	DSO	TESS	\$ 6,138.00		
30364	Otter Ai	Software/Licensing	CHC	Student Services	\$ 5,280.00		
30365	Vital Records Control	Software/Licensing	SBVC	Student Services	\$ 709.66		
30366	Inland Empire Stages LTD	Bus Rental	SBVC	Athletics	\$ 1,575.00		



**Contracts Below \$114,500**  
Presented for Information November 14, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30367	Lopez, Rafael	Performer	CHC	Student Services	\$ 2,500.00		
30368	Cintas Corporation	Services	SBVC	Applied Tech	\$ 2,000.00		
30369	Wilbur's Power Equipment	On Demand Services	CHC	Facilities	\$ 4,000.00		
30370	Vital Records Control	Software/Licensing	SBVC	Student Services	\$ 2,112.12		
30371	Hermes Worldwide LLC	Bus Rental	SBVC	Student Services	\$ 1,300.00		
30372	Smartsheet Inc	Software/Licensing	SBVC	Academic Success	\$ 3,132.00		
30373	Very Good Post LLC	On Demand Services	KVCR	KVCR	\$ 33,500.00		
30374	JZPC Party Rentals Inc	Rental	SBVC	Student Life	\$ 1,685.00		
30375	San Bernardino County Superintendent of Schools	Services	SBCCD	Chancellor	\$ 25,000.00		





**Contracts Below \$114,500**  
Presented for Information November 14, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
26378	Foundation for California Community Colleges	Income - Amendment 01	SBVC	Student Services		\$ 50,000.00	\$22,500 + term extension
30377	PBS - Public Broadcasting Services	Services	KVCR	KVCR	No Cost		
30378	California Community Colleges Board of Governors	Income	SBVC	Grants		\$ 178,584.72	
30378	California Community Colleges Board of Governors	Income - Amendment 01	SBVC	Grants		\$ 181,213.24	\$ 2,628.52
30380	Hawkeye	Participation Agreement	SBCCD	EDCT	No Cost		
30383	Avidex Industries LLC	Building Improvement	SBVC	Maintenance	\$ 4,391.50		
30384	G/M Business Interiors	Services	CHC	Facilities	\$ 8,490.49		
25072	Tomorrow's Talent LLC	Amendment 01	SBCCD	EDCT	\$ 67,500.00		term extension
30386	Unilab Corporation	On Demand Services	SBVC	Student Health	\$ 35,000.00		



**Contracts Below \$114,500**  
Presented for Information November 14, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30276	AUMT Institute	Amendment 01	CHC	Instruction	\$ 72,600.00		\$ 10,850.00
30389	Riverside CCD	Income	CHC	Instruction		\$ 420,000.00	
30390	WEFS - Eastern Florida State College	Broadcasting Rights	KVCR	KVCR	No Cost		
30391	Charitable Adult Rides & Services	Income	KVCR	KVCR		80% of proceeds	
30392	Charitable Adult Rides & Services	Income	KVCR	KVCR		80% of proceeds	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Steve J. Sutorus, Executive Director of Fiscal Services

**DATE:** November 14, 2024

**SUBJECT:** General Fund Cash Flow Analysis

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. District cash balances are reviewed regularly and monitoring the amount of cash available to meet financial obligations is a core responsibility of the Fiscal Services Department. Fiscal year forecasts are updated monthly using the most current actual revenue and expense data and any new guidance from the State. Attached is the restricted and unrestricted General Fund monthly cash flow analysis.

### **ANALYSIS**

As noted in the forecast, cash balances fluctuate throughout the year based on the amount and timing of actual and estimated revenues and expenses. The current cash estimate for June 30, 2025, increased \$970,458 to \$83,274,925 from the previous estimate of \$82,304,467. The cash balance remained relatively consistent with the previously projected amount with a small increase caused by normal cash fluctuations.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

This analysis is an important part of ensuring sufficient cash is available to meet District needs.





# General Fund Cash Flow Analysis – Restricted & Unrestricted Fiscal Year 2024-2025

(as of October 22, 2024, rounded to the nearest \$1,000)

	PROJECTED													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	82,796	88,219	86,734	97,104	92,434	91,553	106,842	101,535	121,495	120,606	117,214	108,532		
<b>Receipts</b>														
Federal		186	4	173	62	27	121	442	80	-2	46	99		1,236
State	13,261	8,159	13,661	11,356	4,077	9,330	7,106	51,695	14,855	8,893	5,638	874		148,905
Local	6,309	886	4,522	2,112	3,306	22,250	5,430	2,567	475	6,065	6,796	652		61,369
Interfund Transfer & Sale of Assets					6,225	2		4,669			306	3,130		14,333
Accounts Receivable/Accruals	-3,045	449	3,092	64	1,006	-3	-685	671	-65	-154	-505	659		1,484
<b>Total Receipts</b>	<b>16,525</b>	<b>9,680</b>	<b>21,279</b>	<b>13,705</b>	<b>14,676</b>	<b>31,606</b>	<b>11,972</b>	<b>60,044</b>	<b>15,344</b>	<b>14,801</b>	<b>12,280</b>	<b>5,414</b>		<b>227,327</b>
<b>Disbursements</b>														
Academic Salaries	10	5,223	5,051	5,574	5,894	5,801	5,743	4,984	5,724	5,784	5,851	10,369		66,009
Classified Salaries	3,304	3,625	3,679	3,909	4,120	4,145	3,958	3,821	4,141	5,114	4,335	4,944		49,096
Benefits	1,699	3,102	3,185	3,593	2,583	3,566	3,684	3,504	2,438	4,091	3,773	5,247		40,465
Supplies & Materials	136	-74	6	146	204	134	165	148	191	554	332	646		2,588
Other Operating Exp	2,486	-1,828	335	1,862	1,810	1,668	2,377	2,522	2,858	1,504	5,294	6,583		27,471
Capital Outlay	521	-487	23	56	170	261	255	100	253	319	64	1,201		2,737
Other Outgo	1,099	-3,100		4,596	974	792	1,129	1,672	676	762	1,329	7,910		17,837
Longterm Post-Employment Benefits	-5	-7	-7	-8	8	-8	-8	17	-8	-8	31	5		3
Accounts Payable/Accruals	1,853	4,713	-1,363	-1,354	-207	-42	-24	23,316	-41	73	-48	-6,234		20,644
<b>Total Disbursements</b>	<b>11,103</b>	<b>11,166</b>	<b>10,909</b>	<b>18,375</b>	<b>15,557</b>	<b>16,317</b>	<b>17,279</b>	<b>40,084</b>	<b>16,234</b>	<b>18,193</b>	<b>20,962</b>	<b>30,672</b>		<b>226,849</b>
Increase / (Decrease) in Cash Balance	5,423	-1,486	10,370	-4,670	-881	15,289	-5,307	19,961	-889	-3,392	-8,682	-25,257		
Estimated Ending Cash Balance	88,219	86,734	97,104	92,434	91,553	106,842	101,535	121,495	120,606	117,214	108,532	83,275		

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** MOUs between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The District and the CSEA met and entered into the attached Memorandums of Understanding, also known as MOUs.

### **ANALYSIS**

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

### **FINANCIAL IMPLICATIONS**

The cost associated with an MOU is included in the appropriate budgets, where applicable.



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**October 8, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

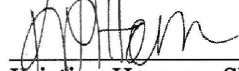
**Schedule Change: Maintenance & Operations, SBVC**

In accordance with **Article 6.4 - Permanent Changes to Work Schedule**, the Parties agreed that Kristian Suarez's permanent work schedule would change as described below. Accordingly, the first day of the permanent schedule will be Wednesday, October 9, 2024.

From: Monday –Friday 9:00 a.m. to 5:30 p.m.  
To: Monday- Friday 7:00 a.m. to 3:30 p.m.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll, and Police Services


For CSEA


  
\_\_\_\_\_  
Ernest Guillen, President CSEA #291


  
\_\_\_\_\_  
Noah Snyder, CSEA LRR

*Diana Vaichis*

\_\_\_\_\_  
Diana Vaichis, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
Cedrick Wrenn, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**


**October 8, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".


The Parties agree to approve the interim Out-of-Class Managerial assignment for Johnny Kates Jr., Custodian to the Custodial Supervisor, San Bernardino Valley College, under the following stipulations:

1. The length of the assignment will be October 7, 2024, through April 7, 2025, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated from the Management Salary Schedule at Range 8, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.
3. The Parties agree that the Employee, while performing the Out-of-Class Managerial assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA; however, the Employee will be ineligible to receive the following special compensation: shift differential or bilingual/bi-literate during the length of Out-of-Class service.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Custodial Supervisor or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class Managerial assignment, the Employee shall return to their regular classified position as a Custodian.
6. The Parties agree that during the Out-of-Class Managerial assignment, the Employee's seniority as a Custodian will continue to accrue, and the Out-of-Class Managerial assignment will not be construed in any manner as a break in service.
7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Out-of-Class Managerial assignment of Johnny Kates Jr.

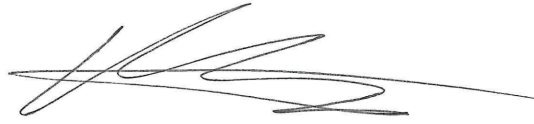
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District  
  
 \_\_\_\_\_  
 Kristina Hannon, SBCCD  
 Vice-Chancellor, Human Resources,  
 Payroll & Police Services

For CSEA  
  
 \_\_\_\_\_  
 Ernest Guillen, President CSEA #291

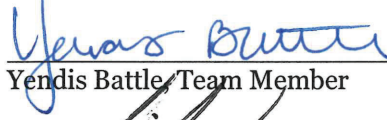
  
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 Noah Snyder, CSEA LRR

*Diana Vaichis*  
 \_\_\_\_\_  
 Diana Vaichis, Team Member




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Kevin Limoges, Team Member



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Yendis Battle, Team Member



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Cedrick Wrenn, Team Member



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**October 15, 2024**


**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class Confidential assignment for Sharon Zerbel, Administrative Coordinator to the Executive Administrative Assistant, Crafton Hills College, under the following stipulations:



1. The length of the assignment will be October 9, 2024, through November 1, 2024, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated from the Confidential Salary Schedule at Range 22, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.
3. The Parties agree that the Employee, while performing the Out-of-Class Confidential assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA; however, the Employee will be ineligible to receive the following special compensation: shift differential or bilingual/bi-literate during the length of Out-of-Class service.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Executive Administrative Assistant or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class Confidential assignment, the Employee shall return to their regular classified position as an Administrative Coordinator.
6. The Parties agree that during the Out-of-Class Confidential assignment, the Employee's seniority as an Administrative Coordinator will continue to accrue, and the Out-of-Class Confidential assignment will not be construed in any manner as a break in service.
7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Out-of-Class Confidential assignment of Sharon Zerbel.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services

For CSEA

  
\_\_\_\_\_  
Ernest Guillen, President CSEA #291  
  
\_\_\_\_\_  
Noah Snyder, CSEA LRR



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Diana Vaichis, Team Member



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Kevin Limoges, Team Member



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Yendis Battle, Team Member



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Cedrick Wrenn, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**October 15, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties." The Parties do hereby agree:

- 1. **Reorganization:** The District is reorganizing the Facilities Planning Department. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:


Erika Menge, Administrative Coordinator, Range 45 Step F, 8 hours/260-day work year, will be reorganized into the classification of Campus Project Manager, Range 17 Step A, 8 hours/260-day work year, effective January 1, 2025. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

- 2. **Out of Class:** The Parties agree that in accordance with **Article 7: PAY and ALLOWANCE**, specifically subsection **7.11: Working Out of Class**, Erika Menge performed work out of her classification for five (5) or more working days within fifteen (15) calendar day period; therefore, Erika Menge shall be compensated at Range 17, Step A effective April 1, 2024, through July 9, 2024, as a Campus Project Manager.


It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.


This agreement is subject to all approvals required by the CSEA 610 policy and the District.


For the District

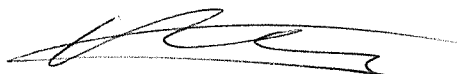
  
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Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services

For CSEA

  
\_\_\_\_\_  
Ernest Guillen, President CSEA #291

  
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Noah Snyder, CSEA LRR

  
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Diana Vaichis, Team Member

  
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Kevin Limoges, Team Member



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Yendis Battle, Team Member



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Cedrick Wrenn, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**October 15, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

1. The District is reorganizing the Fiscal Services Department at the District. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

Effective January 1, 2025, Noemi Elizalde, Senior Accountant, Range 46 Step F, 8 hours/260-day work year in the Fiscal Services Department at the District, will be reorganized to the classification of Budget Analyst Range 54 Step C, 8 hours/260-day work year.


2. The District is reorganizing the Payroll Department at the District. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

Effective January 1, 2025, Arliss Malone, Senior Payroll Technician, Range 46 Step E, 8 hours/260-day work year in the Payroll Department at the District, will be reorganized to the classification of Human Resources & Payroll Analyst Range 19 Step C, 8 hours/260-day work year.

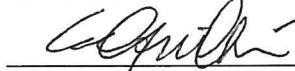
It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.


For the District


  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services

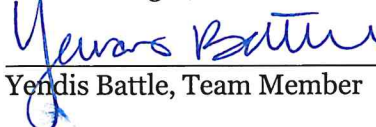
For CSEA

  
\_\_\_\_\_  
Ernest Guillen, President CSEA #291

  
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Noah Snyder, CSEA LRR

  
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Diana Vaichis, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

*Cedrick Wrenn*

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Cedrick Wrenn, Team Member

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Professional Expert, Short-Term, and Substitute Employees

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire.

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- › **Professional Expert:** Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- › **Short-Term:** Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- › **Substitute:** Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

### **ANALYSIS**

The attached list of Professional Expert, Short-Term, and Substitute Employees is certified to be in accordance with California Education Code section 88003.



**SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

**FINANCIAL IMPLICATIONS**

The cost of employment for these employees is included in the appropriate 2024-2025 budgets.





# Professional Expert, Short-Term & Substitute Employees

## Presented for Information on November 14, 2024

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### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Granado, Ricky R</b> CHC Respiratory Care Program	Respiratory Care Clinical	10/17/24	06/30/25	\$57.13
<b>Acevedo, Lilia</b> CHC Counseling	Region 9 Mentee	10/01/24	06/30/25	\$625.00/ Semester
<b>Munoz, Rosa Y</b> CHC Counseling	Region 9 Mentee	10/01/24	06/30/25	\$625.00/ Semester
<b>Jaime, Grayson E</b> CHC Student Life - Basic Needs Center	Program Assistant	10/03/24	06/30/25	\$20.00
<b>Perez, Mary</b> DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	10/02/24	06/30/25	\$70.00
<b>Gutierrez, Martha</b> DIST Economic Development & Corporate Training	Program Assistant	10/07/24	10/11/24	\$36.32
<b>Coleman, Shauna D</b> DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	10/09/24	06/30/25	\$22.00
<b>Puri, Anisha R</b> DIST Fiscal Services	Program Assistant	10/11/24	06/30/25	\$35.00
<b>Chavez, Rafael P</b> SBVC Academic Success & Learning Services	Tutor I	09/23/24	06/30/25	\$17.00
<b>Rodriguez-Sanchez, Stephanie</b> SBVC Academic Success & Learning Services	Tutor II	09/23/24	06/30/25	\$18.00
<b>Swertfeger, Emma</b> SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	10/14/24	06/30/25	\$20.00
<b>Abreu, Johana J</b> SBVC English	Tutor III	10/21/24	06/30/25	\$20.00
<b>Tajima, Joelle</b> SBVC English	Tutor III	09/25/24	06/30/25	\$20.00
<b>Edwards, Raemon L</b> SBVC FYE - Umoja	Program Assistant	10/08/24	06/30/25	\$27.50
<b>Edwards-Matanga, Julie</b> SBVC Music/Theatre/Dance	Program Assistant	08/12/24	06/30/25	\$45.00
<b>Gomez, Cristina</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	09/26/24	06/30/25	\$45.00/ \$53.00
<b>Zhao, Lily</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	11/15/24	06/30/25	\$45.00/ \$53.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on November 14, 2024

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## Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Lopez, Lizbeth C</b> SBVC STEM-MESA	Tutor I	09/26/24	06/30/25	\$17.00
<b>Stanskas, Cathryn A</b> SBVC STEM-MESA	Tutor I	07/01/24	06/30/25	\$17.00

## Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Button, Trinity M</b> CHC Athletics	Project Assistant III	10/28/24	06/30/25	\$19.00

## Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
<b>Shalhoub, Irene</b> CHC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Assistant	08/07/24	10/04/24	\$18.42
<b>Wagner, Kathryn</b> CHC Aquatics <i>Ext: Sick/Vacation Coverage</i>	Pool Attendant	10/31/24	12/29/24	\$21.89
<b>Shalhoub, Irene</b> CHC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Assistant	10/05/24	11/30/24	\$18.42
<b>Salazar, Jaqueline</b> CHC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Assistant	10/01/24	11/30/24	\$18.42
<b>Blackwell, Erin</b> CHC Child Development Center <i>New: Vacancy</i>	Child Development Teacher	10/02/24	10/11/24	\$26.01
<b>Shalhoub, Irene</b> CHC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Teacher	08/07/24	10/04/24	\$26.01
<b>Shalhoub, Irene</b> CHC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Teacher	10/05/24	12/04/24	\$26.01



# Professional Expert, Short-Term & Substitute Employees

## Presented for Information on November 14, 2024

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### Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
<b>Larry, Nathaniel</b> DIST Facilities <i>Ext: Sick/Vacation Coverage</i>	Custodian	08/14/24	10/13/24	\$22.47
<b>Bunhardi, Daniel</b> SBVC Athletics <i>Vacancy</i>	Athletic Trainer	10/10/24	12/10/24	\$37.69
<b>Badillo, Amanda</b> SBVC Student Health Services <i>Other: Coverage for OOC</i>	Administrative Assistant II	09/23/24	11/23/24	\$27.34
<b>Hall, Suzan</b> SBVC Student Services <i>Vacancy</i>	Administrative Coordinator	10/31/24	12/29/24	\$33.33
<b>Aldana, Jacob</b> SBVC Welding <i>Vacancy</i>	Lab Assistant II	09/23/24	11/23/24	\$30.95

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Steven J. Sutorus, Executive Director, Business & Fiscal Services

**DATE:** November 14, 2024

**SUBJECT:** Purchase Order Report

### **RECOMMENDATION**

This item is for information only. No action is necessary.

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

### **ANALYSIS**

Purchase orders issued between the dates of 9/12/2024 – 10/14/2024 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

The attached purchase orders are included in the appropriate budgets.



Purchase Order Report  
November 14, 2024

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
PO2501453	COASTAL CHARM VW	9,367.44
PO2501454	4IMPRINT INC	1,963.02
PO2501456	COMPUTERIZED EMBROIDERY COMPANY INC	1,731.84
PO2501457	COMPUTERIZED EMBROIDERY COMPANY INC	415.97
PO2501469	RODRIGUEZ, DIANA Z	500.00
PO2501470	NAC INC	35,404.88
PO2501472	KOURY ENGINEERING AND TESTING INC	7,882.60
PO2501473	KOURY ENGINEERING AND TESTING INC	642.14
PO2501474	PACWEST AIR FILTER LLC	18,202.71
PO2501475	PACWEST AIR FILTER LLC	17,781.24
PO2501476	STAPLES BUSINESS ADVANTAGE	444.48
PO2501481	BLACKHAWK NETWORK INC	5,014.41
PO2501482	FOLLETT CORPORATION	3,000.00
PO2501483	SAN BERNARDINO CCD	2,000.00
PO2501486	SAN BERNARDINO CCD	10,000.00
PO2501487	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES	3,098.29
PO2501488	BOUND TREE MEDICAL LLC	714.63
PO2501491	PLACEWORKS INC	487.03
PO2501492	DESIGN WEST ENGINEERING	755.50
PO2501493	TYR INC	1,200.00
PO2501494	NV5 WEST INC	3,248.00
PO2501498	HABIT RESTAURANTS LLC, THE	15,645.30
PO2501499	PLAN B PRINT & ADVERTISING	613.10
PO2501500	STAPLES BUSINESS ADVANTAGE	1,036.03
PO2501501	MCMASTER-CARR SUPPLY CO	449.22
PO2501502	GENUINE AUTO PARTS	3,361.60
PO2501503	MCMASTER-CARR SUPPLY CO	1,691.71
PO2501504	STAPLES BUSINESS ADVANTAGE	370.52
PO2501505	GRAINGER INC	117.97
PO2501506	MCMASTER-CARR SUPPLY CO	62.55
PO2501507	MCMASTER-CARR SUPPLY CO	90.31
PO2501508	MCMASTER-CARR SUPPLY CO	189.76
PO2501510	SAN BERNARDINO CCD	159.20
PO2501511	LAKESHORE LEARNING MATERIALS LLC	10,000.00
PO2501512	GREATER PUBLIC	4,410.00
PO2501513	CREATIVE SOLUTIONS MARKETING & PRINTING INC	3,823.54
PO2501514	CHIEF INFORMATON SYSTEMS OFFICERS ASSOCIATION	300.00
PO2501515	SID TOOL INC	9,405.55
PO2501516	DISH FACTORY INC, THE	13,221.44
PO2501517	EMCOR SERVICE MESA ENERGY	6,077.00
PO2501518	TURF TANK	28,700.00
PO2501520	RIVERSIDE COMMUNITY COLLEGE DISTRICT	600.00
PO2501522	5CTCA	210.00
PO2501523	BOUND TREE MEDICAL LLC	424.23
PO2501524	LAKESHORE LEARNING MATERIALS LLC	2,500.00

Purchase Order Report  
November 14, 2024

PO#	Supplier Name	Amount
PO2501525	LAKESHORE LEARNING MATERIALS LLC	4,000.00
PO2501527	STAPLES BUSINESS ADVANTAGE	74.13
PO2501528	SAN BERNARDINO CCD	934.83
PO2501529	SAN BERNARDINO CCD	983.31
PO2501531	ALLIED REFRIGERATION INC	913.77
PO2501532	DUCK & OWL LLC	500.00
PO2501533	MVP SECURITY SYSTEMS INC	1,300.00
PO2501534	SAN BERNARDINO CCD	18,000.00
PO2501535	SAN BERNARDINO CCD	9,000.00
PO2501536	SAN BERNARDINO CCD	984.67
PO2501537	SPIRIT OF TEXAS BBQ LLC	1,549.69
PO2501538	CDW LLC	7,350.00
PO2501539	SAN BERNARDINO CCD	2,772.25
PO2501541	LAERDAL MEDICAL CORPORATION	1,507.38
PO2501542	IE GOURMET FOOD TRUCKS LLC	6,955.65
PO2501543	ALWAYS KIND CO	2,295.00
PO2501544	DUCK & OWL LLC	538.75
PO2501545	MCGRATH'S CATERING	1,873.22
PO2501548	STAPLES BUSINESS ADVANTAGE	348.84
PO2501549	SAN BERNARDINO CCD	9,165.45
PO2501550	SAN BERNARDINO CCD	1,800.00
PO2501551	SAN BERNARDINO CCD	915.68
PO2501552	GRAINGER INC	212.93
PO2501553	COMPLEAT SCULPTOR, THE	515.90
PO2501554	CALIFORNIA COMMUNITY COLLEGE CHIEF INSTRUCTIONAL OFFICERS	575.00
PO2501557	COMMUNITY COLLEGE INTERNAL AUDITORS	400.00
PO2501558	FOLLETT CORPORATION	150.00
PO2501559	BEAUMONT CHAMBER OF COMMERCE	230.00
PO2501566	PEPES TOWING SERVICE	350.00
PO2501567	STAPLES BUSINESS ADVANTAGE	53.95
PO2501568	STAPLES BUSINESS ADVANTAGE	302.98
PO2501569	STAPLES BUSINESS ADVANTAGE	93.08
PO2501570	BAKER, ANITA	360.00
PO2501571	BAKER, ANITA	990.50
PO2501572	GRAM'S BBQ RESTAURANT & CATERING	3,985.69
PO2501573	NATIONAL ASSOC OF STUDENT PERSONNEL ADMINISTRATORS INC	1,101.00
PO2501575	SAN BERNARDINO CCD	907.52
PO2501576	SAN BERNARDINO CCD	12,480.00
PO2501577	HONORS TRANSFER COUNCIL OF CA, THE	200.00
PO2501578	SHERRILL INC	1,517.86
PO2501582	SAN BERNARDINO CCD	173.13
PO2501583	VERIZON WIRELESS	900.00
PO2501584	INLAND SIGNS INC	573.11
PO2501585	EMERGENCY KITS.COM	157.68
PO2501586	CDW LLC	117.65

Purchase Order Report  
November 14, 2024

PO#	Supplier Name	Amount
PO2501587	PPL, INC	17,200.00
PO2501589	MCMURRAY STERN LLC	3,250.00
PO2501593	STAPLES BUSINESS ADVANTAGE	427.92
PO2501594	STAPLES BUSINESS ADVANTAGE	298.44
PO2501595	SAN BERNARDINO CCD	173.13
PO2501596	CDW LLC	186.56
PO2501597	SAN BERNARDINO CCD	1,500.00
PO2501599	STAPLES BUSINESS ADVANTAGE	3,250.31
PO2501600	BEARCOM	1,604.33
PO2501601	SAN BERNARDINO CCD	387.91
PO2501602	PANERA LLC	2,000.00
PO2501603	DIAMOND CHEVROLET OF SAN BERNARDINO	786.84
PO2501604	MYERS-BRIGGS COMPANY, THE	195.00
PO2501605	GENUINE AUTO PARTS	430.64
PO2501606	JENNINGS, RILEY	850.00
PO2501607	ESPINOZA MARKET	5,625.00
PO2501608	INTERMEX INC	1,900.00
PO2501609	INLAND EMPIRE ECONOMIC PARTNERSHIP FOUNDATION	800.00
PO2501610	DAKTRONICS INC	2,523.00
PO2501612	AVI-SPL LLC	9,186.17
PO2501613	CAPTURE TECHNOLOGIES INC	3,000.00
PO2501616	IE GOURMET FOOD TRUCKS LLC	1,330.71
PO2501618	COASTAL CHARM VW	12,912.84
PO2501619	STAPLES BUSINESS ADVANTAGE	121.11
PO2501620	SAN BERNARDINO CCD	294.05
PO2501621	SAN BERNARDINO CCD	294.05
PO2501623	STAPLES BUSINESS ADVANTAGE	2,518.62
PO2501625	COASTAL CHARM VW	2,830.57
PO2501627	FOLLETT CORPORATION	543.75
PO2501629	SAN BERNARDINO, COUNTY OF	359.00
PO2501631	SAN BERNARDINO, CITY OF	230.00
PO2501633	CONCEPT LIGHTING INC	10,283.73
PO2501634	CONCEPT LIGHTING INC	5,878.08
PO2501635	SAN BERNARDINO, COUNTY OF	125.00
PO2501636	SAN BERNARDINO CCD	525.57
PO2501639	GHAZALEH, REMA	99.59
PO2501641	CAROLINA BIOLOGICAL SUPPLY CO	3,356.03
PO2501643	STAPLES BUSINESS ADVANTAGE	56.84
PO2501644	STAPLES BUSINESS ADVANTAGE	466.17
PO2501645	STAPLES BUSINESS ADVANTAGE	98.26
PO2501646	STAPLES BUSINESS ADVANTAGE	327.04
PO2501647	STAPLES BUSINESS ADVANTAGE	187.37
PO2501648	STAPLES BUSINESS ADVANTAGE	264.71
PO2501649	GOLF CARS OF RIVERSIDE	26,040.63
PO2501650	JOHN F KENNEDY CENTER FOR THE PERFORMING ARTS	400.00

Purchase Order Report  
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PO#	Supplier Name	Amount
PO2501651	C&F SHAVED ENTERPRISES	1,000.00
PO2501652	CASTRO, OMAR	1,200.00
PO2501653	RASPADOS JAROCHITO	2,400.00
PO2501654	SAN BERNARDINO CCD	1,500.00
PO2501655	PAPAS EL GUERO	6,525.00
PO2501656	GUISADOS LA MORENITA	3,915.00
PO2501657	SAN BERNARDINO CCD	311.78
PO2501658	SAN BERNARDINO CCD	211.19
PO2501662	PANERA LLC	279.42
PO2501663	PANERA LLC	88.15
PO2501665	POCKET NURSE ENTERPRISES INC	6,105.75
PO2501667	SAN BERNARDINO CCD	236.74
PO2501668	SAN BERNARDINO CCD	368.88
PO2501669	CORPORATE DISK COMPANY	9,000.00
PO2501672	SAN BERNARDINO CCD	416.45
PO2501674	DISH FACTORY INC, THE	215.74
PO2501675	FLEET FEET SPORTS	1,044.00
PO2501677	CONVERGEONE INC	1,800.90
PO2501678	FOLLETT CORPORATION	500.00
PO2501679	SAN BERNARDINO CCD	6,000.00
PO2501680	DE LA CRUZ, PAULINO NESTOR	460.00
PO2501681	RAMIREZ, JOSHUA	460.00
PO2501682	COLEMAN, ROBERT	2,250.00
PO2501683	URENA, SAMUEL	460.00
PO2501684	CORNEJO, VIANNY	460.00
PO2501685	JOHNSON, KAITLINN	460.00
PO2501686	TERRY, DARNIQUE ERIC SHACAR	2,250.00
PO2501687	AISPURO, CARLOS RAMON	1,400.00
PO2501688	AISPURO-LOPEZ, MIGUEL ANGEL	1,400.00
PO2501689	ESTRADA, ROBERT MICHAEL	1,400.00
PO2501690	ARMIJO, BRYAN TODD	1,400.00
PO2501691	CRUZ, LEONARDO	1,400.00
PO2501692	MILLER-BLAIR, CARL	1,400.00
PO2501693	ALVARADO, IVONNE	1,400.00
PO2501695	CDW LLC	22,600.00
PO2501696	AUGUST LEARNING SOLUTIONS LLC	6,723.60
PO2501697	GARCIA, MELANIE	460.00
PO2501698	BELL, ANGELINA	460.00
PO2501699	CRUZ, DIEGO	460.00
PO2501703	BOUND TREE MEDICAL LLC	926.64
PO2501706	STAPLES BUSINESS ADVANTAGE	162.00
PO2501707	STAPLES BUSINESS ADVANTAGE	2,205.99
PO2501708	STAPLES BUSINESS ADVANTAGE	186.67
PO2501712	STAPLES BUSINESS ADVANTAGE	188.56
PO2501713	STAPLES BUSINESS ADVANTAGE	156.88



Purchase Order Report  
November 14, 2024

PO#	Supplier Name	Amount
PO2501715	MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS INC	1,886.11
PO2501717	HARDY DIAGNOSTICS	299.59
PO2501718	POCKET NURSE ENTERPRISES INC	2,327.66
PO2501719	HERNANDEZ, JACKLYN	400.00
PO2501720	MEDLINE INDUSTRIES INC	2,835.38
PO2501721	FISHER SCIENTIFIC COMPANY LLC	20.51
PO2501723	VIZUAL SYMPHONY INC	164.86
PO2501724	LAUNDRY LOOPS INC	744.19
PO2501726	CA ASSOC FOR POST SECONDARY EDUCATION AND DISABILITY	100.00
PO2501728	STAPLES BUSINESS ADVANTAGE	413.33
PO2501729	STAPLES BUSINESS ADVANTAGE	195.74
PO2501730	STAPLES BUSINESS ADVANTAGE	255.94
PO2501731	STAPLES BUSINESS ADVANTAGE	808.02
PO2501732	STAPLES BUSINESS ADVANTAGE	150.08
PO2501733	STAPLES BUSINESS ADVANTAGE	69.78
PO2501734	STAPLES BUSINESS ADVANTAGE	449.39
PO2501736	FARZANEH, FARRAH	2,000.00
PO2501737	PARR LUMBER CO	6,633.95
PO2501738	ANATOMY WAREHOUSE	1,248.45
PO2501739	REDLANDS, UNIVERSITY OF	300.00
PO2501740	HEMOSTAT LABORATORIES INC	113.10
PO2501741	PENNIMAN, WALTER	1,000.00
PO2501742	PANERA LLC	649.15
PO2501744	CROWN PROMOTIONS GROUP, INC	1,570.31
PO2501745	SAN BERNARDINO CCD	288.10
PO2501747	G/M BUSINESS INTERIORS	4,736.36
PO2501749	SAN BERNARDINO CCD	208.15
PO2501750	SAN BERNARDINO CCD	739.98
PO2501754	LUA'S TACOS CATERING	2,640.00
PO2501756	CITI PROGRAM A DIVISION OF BRANY	4,000.00
PO2501757	ROCKMORE, EDMAN	1,400.00
PO2501758	ALWAYS KIND CO	2,650.00
PO2501759	GONZALEZ, OLGA GARIBALDO	460.00
PO2501760	SAN BERNARDINO CCD	192.70
PO2501762	MUSICIAN'S FRIEND	837.38
PO2501763	FISHER SCIENTIFIC COMPANY LLC	1,913.42
PO2501764	SIGMA-ALDRICH INC	1,263.68
PO2501768	CAROLINA BIOLOGICAL SUPPLY CO	136.32
PO2501769	ALPHA GAMMA SIGMA INC	243.00
PO2501774	HOUR GLASS & MIRROR INC	14,554.00
PO2501775	100 BLACK MEN OF THE INLAND EMPIRE INC	500.00
PO2501776	CALIFORNIA STUDENT AID COMMISSION	1,000.00
PO2501777	BALDWIN PARK FLOWERS AND GIFTS INC	580.00
PO2501778	SAN BERNARDINO CCD	6,500.00
PO2501783	CAPPO	538.31

Purchase Order Report  
November 14, 2024

PO#	Supplier Name	Amount
PO2501785	CPR SAVERS & FIRST AID SUPPLY	197.18
PO2501786	CDW LLC	15,875.00
PO2501787	VIZUAL SYMPHONY INC	17,240.00
PO2501788	ACCREDITATION COMMISSION FOR EDUCATION IN NURSING	3,100.00
PO2501792	LUA'S TACOS CATERING	5,000.00
PO2501794	BONE CLONES INC	228.17
PO2501795	WESTERN REGIONAL HONORS COUNCIL	78.00
PO2501796	PRESTOSPORTS LLC	3,913.87
PO2501797	EDGEWELL PERSONAL CARE LLC	2,802.50
PO2501801	INLAND EMPIRE ATHLETIC CONFERENCE	13,000.00
PO2501804	VITAL RECORDS CONTROL	709.66
PO2501806	VANSANT, ROBERT	417.00
PO2501807	UTILITY ARBORIST ASSOCIATION	3,250.00
PO2501811	MASCOT MEDIA	6,200.00
PO2501812	RENEGADE BRANDS USA INC	2,368.58
PO2501813	G/M BUSINESS INTERIORS	2,248.14
PO2501814	CA COMM COLLEGE WOMEN'S VOLLEYBALL COACHES ASSOC	200.00
PO2501815	URENO, BRENDA	460.00
PO2501816	SACNAS	4,225.00
PO2501818	UNDERWOOD, JAMES ARTHUR	1,400.00
PO2501819	MORALES, EFREN YOVANY	1,400.00
PO2501820	ALVARADO JR, EDUARDO	1,400.00
PO2501821	FONSECA, KARINA ABEGAIL	1,400.00
PO2501822	MARTINEZ, JOSE CARMEN	1,400.00
PO2501823	LIZARDE, MICHAEL EUGENE	1,400.00
PO2501824	MILLER, PAUL	1,400.00
PO2501825	BROOKS, GLENDALE DELVON	1,400.00
PO2501826	SID TOOL INC	5,754.36
PO2501827	VILLEGAS, YUDITH	1,400.00
PO2501828	SANCHEZ, XAVIER	1,400.00
PO2501829	SALCIDO, MIA	1,400.00
PO2501830	RAMIREZ, ERIC	1,400.00
PO2501831	JIMENEZ, JOSUE	1,400.00
PO2501832	CORTEZ, MANUEL HERNANDEZ	1,400.00
PO2501833	FRANCO, MARCO	1,400.00
PO2501834	CHIQUITO, JESUS	1,400.00
PO2501835	BENSON, ARLEEN	1,400.00
PO2501836	ALVARADO, IVANISA DANIELLE	1,400.00
PO2501837	NCS PEARSON INC	60.00
PO2501840	SAN BERNARDINO CCD	739.98
PO2501841	SAN BERNARDINO, COUNTY OF	16,323.00
PO2501843	SAN DIEGO CITY COLLEGE FOUNDATION INC	630.00
PO2501845	STAPLES BUSINESS ADVANTAGE	157.84
PO2501847	STAPLES BUSINESS ADVANTAGE	178.68
PO2501848	STAPLES BUSINESS ADVANTAGE	119.90

Purchase Order Report  
November 14, 2024

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
PO2501849	STAPLES BUSINESS ADVANTAGE	162.35
PO2501850	STAPLES BUSINESS ADVANTAGE	590.03
PO2501855	STAPLES BUSINESS ADVANTAGE	343.02
PO2501856	STAPLES BUSINESS ADVANTAGE	71.37

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Resignations

### **RECOMMENDATION**

This item is for information only. No action necessary.

### **OVERVIEW**

In accordance with Board Policies 2430 and 7350 the Chancellor or designee is authorized by the Board of Trustees to accept the resignation of any employee.

### **ANALYSIS**

The employees on the attached list have submitted in writing their intention to resign.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.





## Resignations

Presented for Information November 14, 2024

[v.10.28.2024.p.2]2

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
<b>Davis, Ariel</b> College Corps Program Manager	DSO EDCT	5.5	11/07/24
<b>Delahanty, Suzanne</b> Alternate Media and Assistive Technology Specialist	CHC Student Accessibility Services	5	10/18/24
<b>Navarro, Jesus</b> Professor, Nursing	SBVC Nursing	1	12/31/24

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Dr. Kevin Horan, President, CHC  
Dr. Gilbert Contreras, President, SBVC  
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services,  
and Health and Safety Administration

**DATE:** November 14, 2024

**SUBJECT:** Volunteers

### **RECOMMENDATION**

This item is for information only. No action necessary.

### **OVERVIEW**

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

### **ANALYSIS**

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.





## Volunteers

Presented for Information November 14, 2024

[v.10.25.2024.p.2|2]

	Location Assignment	Department	From	To
<b>Leon, Jesus (Jesse)*</b>	CHC	Student Accessibility Services	10/1/24	12/20/24
<b>Leon, Jesus (Jesse)</b>	CHC	Student Accessibility Services	01/6/25	05/30/25
<b>Wilson, Sherri</b>	CHC	Social Sciences	11/15/24	12/30/24
<b>Wilson, Sherri</b>	CHC	Social Sciences	01/6/25	06/30/25
<b>Walters, Katie</b>	SBVC	Student Accessibility Services	11/15/24	06/30/25

*\*Ratification: Paperwork for these volunteers was submitted after the prior Board deadline.*

# BOARD OF TRUSTEES REPORT

November 2024



## How Bill Tynan's Time at Crafton Hills College Fueled a Passion for Education, Community Mentorship



Here in the Inland Empire, you'll find many champions for community college. Among those is Bill Tynan, a former Roadrunner who developed a passion for community colleges during his time at Crafton Hills College and its sister school, San Bernardino Valley College.

"Community College allowed me to reinvent myself as a student," shared the 46-year-old Redlands resident. "Of course, I didn't know it when I was 18...."

Tynan recalled his days graduating from Pacific High School in San Bernardino and trying to figure out a way to attend his

dream school, UCLA. With little money and average grades. He thought his dream was out of reach until he learned about what the community college system had to offer.

Tynan began attending Crafton in the Fall semester of 1998. His stint as a Roadrunner didn't last as long as he had hoped because he needed to be closer to where he worked. But that one semester has stuck with him.

"I had this dream of attending UCLA, but learning about Crafton allowed me to develop enough sense that my dream was not lost, because while I wasn't going to UCLA right out of high school, there was another door that opened for me," said Tynan. "Attending both Crafton and Valley was all about reinvention. It was about growing up, maturing as an individual and as a student. I always worked to fund my whole way through college, and through that experience learned a higher education was needed."

Eventually, his hard work paid off and Tynan found himself drenched in blue and gold as a UCLA Bruin, earning a bachelor's from that institution in Spring 2000. He stayed in Los Angeles after graduating, settled down in the area, and started a family.

But the Inland Empire came calling him back.

Today, Tynan continues to champion CCs and actively works with local students through Enchanted Education, a Highland-based company that provides introductory skills for future innovators of the theme park industry through STEAM education and career exploration. The company uses innovations such as makerspaces, work spaces set up for students to develop their ideas through learning techniques, collaboration, and team building activities. The San Bernardino City Unified and Jurupa Unified School Districts and Norton Science & Language Academy are among Enchanted Education's regional partners, and class offerings are available in both English and Spanish.

Tynan has no plans on leaving the I.E. any time soon.

"This area is home, a place that is working to reinvent itself. I'm really, really proud to be here and to work with youth in the community," he said. "How can you not love it here? Geographically, we are at the center of this wheel where you're an hour away from the ocean, the desert, the mountains. This is home for me."

*Photo: Bill Tynan.*



## District Employee Olympics Spark Friendly Rivalry at Crafton Hills and Valley College



The San Bernardino Community College District Employee Olympics brought the competitive spirit to Crafton Hills College on September 27, as employee athletes from both district colleges and the District Office gathered at the Aquatic Center for an afternoon of fun-filled competition. The events featured cornhole toss and inflatable raft races, drawing a large crowd of supporters to cheer on their favorite teams.

Colleagues packed the stands, waving blue and white for San Bernardino Valley College (SBVC) or green and gold for CHC. Foam fingers and signs proclaiming their team as #1 were everywhere. The crowd's energy was palpable, with cheers, foot-stomping, and chants of encouragement echoing around the pool as a drone captured the excitement from above.

The cornhole toss brought out fierce competition, with the District Office team ultimately claiming the gold. Meanwhile, the inflatable raft races were a spectacle to behold, with rowers battling to keep their crafts steady. Some teams capsized, much to the amusement of the crowd, as participants transformed into swimmers, pushing their rafts to the finish line. The CHC Roadrunner team emerged victorious, taking gold in the raft race.

The Olympic excitement continued at SBVC on October 11, where athletes took part in more thrilling events, including a free-throw contest, a three-point shootout, and a cart race. The cart race, in particular, was a crowd favorite, with teams zooming around the course, navigating tight turns and thrilling the spectators. The games further ignited the competitive spirit between CHC, SBVC, and the District Office.

With each event bringing laughter, camaraderie, and a healthy dose of competition, the Employee Olympics have proven to be a fun and engaging way to foster teamwork and community spirit across the district.

*Photo: CHC President, Dr. Kevin Horan with Mascot Ryker and SBVC President, Dr. Gilbert Contreras with Mascot Blue.*

## CHC Cross Country Athletes Show Strength and Determination at SoCal Cross Regional Previews



CHC Cross Country athletes showcased their resilience at the SoCal Cross Regional Previews on October 4, hosted by Chaffey and San Bernardino Valley Colleges.

This competitive event brought together over 20 teams and more than 100 athletes in both the men's and women's divisions. The course posed a rigorous challenge with steep hills comparable to those at Crafton Hills and high temperatures that

tested the athletes' endurance.

Following their outstanding performances at the Inland Empire Athletic Conference Championship on October 25—where Elizabeth Garcia and Madysen Juarez placed 3rd and 8th overall, respectively—both athletes are advancing to Regionals on November 8 at Chaffey College.

*Photo: Sam Oyoyo.*

## CHC's Dr. Ericka Paddock Selected for Social Justice & Career Advancement Institute



Dr. Ericka Paddock, Associate Dean of Student Services and Student Life at Crafton Hills College, has been selected as one of 45 leaders for the second cohort of the Social Justice & Career Advancement (SJCA) Institute, organized by the Association of California Community College Administrators (ACCCA).

The competitive program equips fellows with social justice and identity training, career development strategies, and professional networking opportunities to advance equity and diversity in California's

community colleges.

Dr. Paddock's selection highlights her commitment to justice and equality. Dr. Spencer, CHC Vice President of Student Services, remarked, "Her passion for justice will empower her to continue leading positive change in our community." CHC President Dr. Kevin Horan added, "Her leadership has been instrumental in fostering inclusivity at Crafton Hills College."

*Photo: Dr. Ericka Paddock.*

## Crafton Hills College Hosts Redlands Chamber Mixer at Fire Academy



Crafton Hills College hosted the Redlands Chamber of Commerce mixer on September 18 in the engine bay of the college's Fire Academy. The unique venue provided a fitting backdrop for local business leaders, educators, and community members to explore CHC's state-of-the-art facilities.

Attendees were invited on guided tours of the Public Safety Training Center, where they gained insight into the college's fire and emergency medical services programs. One of the highlights of the evening was a live fire simulation that allowed Chamber

members to witness firsthand the high level of training CHC provides.

"We're thrilled to host the Redlands Chamber of Commerce here at Crafton Hills College and showcase our Public Safety Training Center," said Michelle Riggs, Director of Advancement at CHC. "Our fire academy and EMS programs are some of the finest in the region, and tonight's event gives the community a closer look at how we're preparing the next generation of first responders."

*Photo: Attendees at chamber mixer.*

## Hello Major, Hello Career Fair Connects CHC Students with Pathways to Success



On October 16, Crafton Hills College hosted the "Hello Major, Hello Career" fair in the quad, bringing together over 30 employers and academic departments. Students enjoyed a vibrant atmosphere with music, food trucks, and a special appearance from Ryker, the CHC roadrunner mascot.

The event featured internships, job placements, giveaways, information on

certificates and majors, free professional headshots, community resources, and "Coffee with a Cop." An engaging employer Q&A panel provided valuable insights for students exploring their future careers, making it a dynamic day of networking and discovery for everyone involved.

*Photo: Attendees at Career Fair.*

## CHC's Theatre Program Performs "Lair of Dracula"



The Crafton Hills College Theatre program's production of *Lair of Dracula* provided its audience with a uniquely immersive dramatic experience, bringing the audience on stage and into the play's action.

As theatregoers gathered in the Performing Arts Center (PAC) lobby, some of the play's

characters roamed about engaging with audience members in light conversation, establishing a sense of community. The lobby also served as one of the play's "stages" a bar owned and operated by Quincy Morris, an American westerner who is one of the three suitors for the hand of Mina Harker's close friend, Lucy.

The action evolved as the audience was ushered into an Oxford University lecture hall, an actual PAC lecture room, where Abigail Von Helsing (a female adaptation of Bram Stoker's Dr. Abraham Von Helsing) lectures on the recent invention and research on blood transfusions and then explains vampirism in response to a question about human vampirism from a visitor from Transylvania, who later reveals himself as encountering Count Dracula in his home country.

The audience is then directed to follow characters to other locations ("stages") as the story unfolds. Throughout, the play employs letters read by characters or even a member of the audience from Jonathan Harker to his wife Mina that provide accounts of the happenings in Transylvania as Dracula prepares for his passage on a steamboat to England.

As the audience shuttles from one "stage" to the next with the characters, they are always right there on set. This process provides an immersive audience experience. It all ends at Carfax Abby, where the virtuous characters confront Dracula and his vampire minions at the evil count's lair and defeat him using crosses and wooden stakes, one piercing his unholy heart.

*Photo: Cast of Dracula.*

## Veterans Resource Center Outreach Success at Five Winds Country Festival



The Veterans Resource Center (VRC) outreach program had a significant presence at this year's Five Winds Country Festival, successfully engaging with over 20 potential veteran students. The festival offered a prime opportunity to connect with veterans, many of whom have children nearing high school graduation or starting college.

The event fostered a welcoming environment where veterans and their families could learn about the services available at CHC's VRC where they

can access important resources, share their experiences, and build a sense of community.

Steve Rush, CHC's VRC Coordinator commented, "given the positive response, our goal is to continue participating in the Five Winds Festival annually. This platform allows Crafton Hills College to strengthen its support for veterans and their families, ensuring access to essential resources and fostering lasting connections."

*Photo: VRC staff and students.*

## Erin Elizabeth Adams' Cycling Through Exhibition at Crafton Hills College Gallery



On October 1, the Crafton Hills College Art Gallery debuted *Cycling Through*, a powerful exhibition by Los Angeles-based artist Erin Elizabeth Adams. The show, which ran through the end of October, featured large-scale sculptures and assemblages made from found objects collected on the streets of Los Angeles. Adams explored environmental destruction and regrowth themes, drawing parallels to the Chernobyl disaster's unexpected natural renewal. Her works, such as *Splat*, critically examined cultural instability, using discarded Americana furniture to symbolize a world on the edge of collapse.

Adams, known for her multidisciplinary

practice, brought her experience in antiquing and set design to the exhibition, transforming everyday materials into thought-provoking pieces that evoke cycles of catastrophe and renewal.

A public reception and artist talk were held on October 9, with over 30 students attending to hear Adams discuss her creative process and the environmental themes behind her art. The event provided an engaging opportunity for students to interact with the artist and gain deeper insights into her work.

*Photo: Erin Elizabeth Adams and Renée Azenaro.*

## ASL Professor Breanna Brighton Publishes Innovative New Book on Ungrading



CHC's Breanna Brighton published an inspiring new resource for educators, *Growth Without Grades: A Teacher's Toolkit*. Her book offers a detailed roadmap for shifting away from traditional grading systems toward a student-centered, feedback-driven assessment model.

Brighton's work challenges conventional grading structures and introduces a practical, flexible approach that prioritizes student growth, curiosity, and self-reflection. Brighton provides adaptable templates, sample documents, and real-life examples to foster a dialogue-rich environment

where students can focus on meaningful feedback and personal development.

Whether an instructor is new to ungrading or looking to enhance their existing approach, this book serves as a foundational resource for creating a sustainable, growth-oriented learning environment.

CHC is proud of Brighton's contributions to the field of education and congratulates her on this significant accomplishment.

*Photo: Breanna Brighton.*

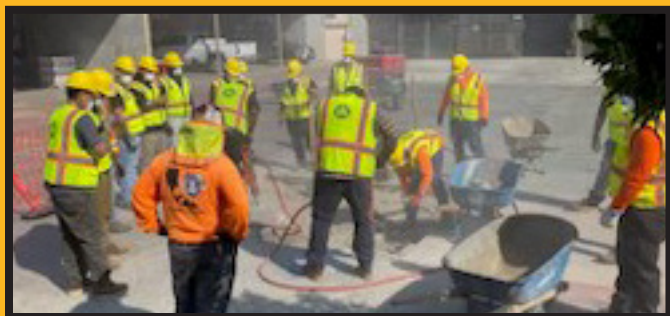


# EDCT

## ***Exploring Career Pathways: MC3 Cohort Visits Cement Masons Local 600***

On October 1st, the third cohort of the San Bernardino Community College District's (SBCCD) Multi-Craft Core Curriculum (MC3) training program participated in a tour of the Cement Masons Local 600 training site in Arcadia. This event was designed to provide trainees with insight into the cement mason industry and to inspire them to pursue apprenticeship opportunities. During the visit, trainees attended a comprehensive presentation about the cement mason profession, which sparked interest among participants to apply for the apprenticeship. Following the presentation, instructors facilitated a hands-on demonstration with jackhammers, allowing trainees to practice using the equipment. Before the hands-on session, trainees received a briefing on safety protocols and the proper use of equipment. Emphasis was placed on general workplace safety practices to ensure a safe learning environment.

The trainees in the MC3 program consist of men and women aspiring to enter the construction trades. This program serves as an introduction to various construction careers available in Southern California. SBCCD has partnered with the Anti-Recidivism Coalition (ARC) and the Inland Empire Building Trades Council to equip participants with the necessary resources and support to successfully enter the construction industry and build their future careers. The tour provided valuable exposure to the cement mason field and fostered enthusiasm among trainees about potential career paths. Continued collaboration among SBCCD, ARC, and the IE Building Trades Council remains essential in supporting these individuals in their pursuit of construction careers.





November 2024

## Around SBCCD

### 48-HOUR FILM PROJECT KICKOFF

with the SBVC Film, Television, and Media (FTVM)/Institute of Media Arts (IMA) was held in the KVCR Studio. Film students from all across the region gathered to get their “topic” for the film they will produce in 48 hours. The culmination of their efforts were viewed at the Ontario Regal Cinema. All money raised goes directly to the FTVM/IMA program. This was the first time this the kickoff was held at KVCR.

**CALMATTERS PROPOSITION WORKSHOP FOR STUDENTS** was held in the KVCR studio. Dan Hu from Cal Matters Voter Education hosted the event. Executive Director Connie Leyva discussed the importance of voting and helping students learn the importance of making sure their voice is heard. CalMatters showed one-minute proposition videos and then lead an interactive discussion with the students.

**VOCATIONAL IMPROVEMENT PROGRAM (VIP), INC. STUDENTS VISIT KVCR** for a tour and to learn more about the radio and TV business. VIP is a private, non-profit corporation dedicated to serving persons with disabilities with quality pre-vocational training, employment options, and support services. Clients gain valuable job skills and achieve personal growth. All the visitors participated in a mock radio session!

**DIA DE LOS MUERTOS ALTAR AND EVENT** at KVCR for the first time. Students from Valley College and the community brought pictures of their loved ones, enjoyed traditional Mexican sweet bread and PBS films highlighting the holiday.

## Around the Community

### EAST VALLEY SPECIAL EDUCATION LOCAL PLAN AREA OR SELPA, HOSTS COMMUNITY WORKSHOP

and KVCR is on hand to participate. East Valley SELPA Chair Superintendent of San Bernardino County Schools praised KVCR for their work in the community and highlighted the partnership we have in developing the children’s show “Learn With Me.” Our own Eddie from the show was on hand and took the stage with Superintendent Alejandro!



**GOLF ANYONE?** KVCR hosted their first (in a very long time) Golf Tournament at Sierra Lakes Golf Course in Fontana! The event was well attended with 85 golfers. A big thank you to all of the awesome KVCR staff who were on hand to make sure the day was fun and profitable. All proceeds raised will go to keep local programming going and to purchase food for Operation Gobble.

**ELECTION NIGHT LIVE AT KVCR IN CONJUNCTION WITH FNX** The KVCR studio housed announcers from our Native American community who hosted the coverage live. In the KVCR lobby students and community members watched as the election results rolled in. There was a taco vendor on hand to make sure the night was tasty as well as informative. A great time was had by all who attended!

## Latest Announcements

**OPERATION GOBBLE STRIKES AGAIN!** KVCR partnered with Community Action Partnership and Stater Bros. to provide 500 turkeys and meal bags and boxes to students of both Valley College and Crafton Hills College as well as our community. Thank you to the Veteran’s Resource Center and Colony Baseball for helping us to distribute food to the families and students.

For more information link to our digital report at <https://www.kvcr.org/board/>.



November 2024

## Experience KVCR

**KVCR - 24.1 - OVER THE AIR**

**Cable:** Frontier FiOS, Spectrum, AT&T U-verse

**Satellite:** DirecTV, Dish TV

**Live Streaming:** kvcr.org, PBS App, and mobile

**VOD:** [PBS Passport](#)

**RADIO - 91.9FM**

[kvcrnews.org](#), and the KVCR mobile app, NPR One Mobile App and on "Alexa" and "Google" smart speakers

[KVCR Community Calendar](#) for all the latest happenings.

**FNX - 24.2 - OVER THE AIR**

**Cable:** Frontier FiOS, Spectrum, AT&T U-verse

**Live Streaming:** Locality **Nationally:** 30 affiliates broadcasting in 28 states

**DESERT CITIES - 24.3 - OVER THE AIR**

**Cable:** Frontier FiOS

**CREATE - 24.4**  
**Over the Air**

### Balance Sheet As of 09/30/2024

### Estimated Revenues & Expenditures For 3 Months Ended 09/30/2024

<b>Assets</b>	
Cash in County Treasury	1,990,359
Accounts Receivable	94,985
Estimated Revenues Receivable*	122,037
Interfund Receivables	934,589
Prepaid Expenses	165,759
Other Assets	-
Total Assets	3,307,729
<b>Liabilities</b>	
Accounts Payable	20,489
Interfund Payable	1,503,548
Temporary Loans	1,500,000
Deferred Income	2,062,388
Health and Welfare	62,851
Other Miscellaneous Liabilities	15,243
Total Liabilities	5,164,519
<b>Fund Balance</b>	<b>(1,856,790)</b>

<b>Revenues</b>	
Contributions and Grants	16,847
Underwriting	-
Contributions, Gifts	-
Rentals and Leases	528
Estimated Revenues*	1,058,030
Interest Revenue	-
Total Revenues	1,075,405
<b>Expenditures</b>	
Classified Salaries	616,652
Employee Benefits	266,171
Books and Supplies	1,392
Services and Operating Expenditures	35,532
Capital Outlay	-
Total Expenditures	919,747
<b>Revenues Less Expenditures</b>	<b>155,658</b>

*\*Estimated per YTD activity analysis.*

*\*Estimated per YTD activity analysis.*

# President's Board of Trustees Report

The President's Monthly Report to the Board of Trustees, Campus & Community

Celebrating 99 Years of Community, Growth & Transformation

November 2024

## SBVC Celebrates Culture, Unity & Community During Hispanic Heritage Month

San Bernardino Valley College (SBVC) celebrated Hispanic Heritage Month with events uniting students, staff, and the community. Delayed by the Line Fire campus closures, the festivities began October 1 with a lively taquiza lunch where students enjoyed tacos, marking the start of the cultural celebration.

Throughout October, SBVC hosted engaging activities. Students enjoyed Lotería, a traditional Mexican bingo game, on October 8, followed by a Hispanic culture-inspired painting session on October 10. The celebration concluded with a live concert at the Greek Theatre on October 14.

As a Hispanic Serving Institution, SBVC takes pride in our diverse Latinx community. Hispanic Heritage Month is a time to celebrate and enjoy food, music, and art," said Aida Gil, First Year Experience Program Administrative Assistant.

In addition to celebrating the month with food and art, SBVC also encouraged meaningful discussions on Latinx heritage and the importance of representation in education. These events offered students the opportunity to reflect on their cultural backgrounds, fostering a deeper understanding and appreciation for Latinx history and contributions. SBVC's Hispanic Heritage Month events continue to foster campus unity and celebrate Latinx contributions.

NOVEMBER 2024 PRESIDENT'S BOARD OF TRUSTEES REPORT



### GOAL 1

ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.



### GOAL 2

BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION.



### GOAL 3

BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.



### GOAL 4

ENSURE FISCAL ACCOUNTABILITY & SUSTAINABILITY.



## UPCOMING EVENTS

Nov 16  
9am-12:30pm

FKCE Resource Fair  
B-100

Dec 3  
4pm-7pm

WinterFest  
Library Quad

Dec 6  
11am-1pm

President's Holiday Gathering  
Lois Carson Campus Center

More Events:

[valleycollege.edu/calendar](http://valleycollege.edu/calendar)

# SBVC Partners with TimelyCare to Expand Mental Health Support & Basic Needs Assistance for Students

San Bernardino Valley College (SBVC) is dedicated to the health and well-being of its students, recognizing the crucial role that mental health plays in academic success and overall quality of life. As part of this commitment, the college is actively examining recent student wellness survey results, which have been shared with governance bodies to guide decisions on mental health services and initiatives. In alignment with this commitment, SBVC has partnered with TimelyCare, a leading virtual health and well-being provider in higher education, to offer students free and equitable access to essential mental health support and basic needs assistance. This partnership enhances existing resources from our campus health and counseling center, with the primary goal of improving student well-being, engagement, and retention. The need for accessible, high-quality care has never been more critical, especially in today's challenging environment. With TimelyCare, students can now access services from any device, ensuring they receive the support they need whenever they need it.



Key services available through TimelyCare include:

- On-Demand Mental Health Support (TalkNow): Students can receive immediate emotional support at any time.
- Appointment-Based Counseling: Up to 12 sessions of mental health counseling are available each academic year, providing students with personalized care.
- Basic Needs Assistance: Support is offered to help students meet their essential living requirements.
- Care Navigation: Students can receive guidance to help them access various health and wellness resources.
- Peer Support Community: A network where students can connect and support each other.
- Digital Self-Care Content: Resources to promote self-care and mental wellness.

"By extending TimelyCare's benefits to faculty and staff, we're providing them with the knowledge and tools needed to guide students toward valuable resources," said President Gilbert Contreras. "Empowering our team in this way fosters a supportive environment where students feel encouraged to prioritize their mental health, live healthier lifestyles, and succeed academically." Vice President of Student Services Olivia Rosas added, "This partnership with TimelyCare marks an important step forward in enhancing our student support services. Addressing both mental health and basic needs helps us create an inclusive campus community, ensuring every student has the opportunity to thrive. It underscores SBVC's commitment to holistic student development and positions us as a leader in supporting students in higher education."

GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.

## SBVC Participates & Hosts First Ever SBCCD Olympics

On September 27 and October 11, 2024, the SBCCD Olympics debuted with events hosted at Crafton Hills College (CHC) and San Bernardino Valley College (SBVC). This inaugural event brought together teams from SBVC, Crafton Hills, and the SBCCD District Office, fostering campus pride and unity, inspired by the recent Olympics in Paris.

Before the competition began, participants and supporters enjoyed a BBQ lunch, which added to the day's spirit of camaraderie and connection. The competition featured four exciting events: the Inflatable Raft Relay Race and cornhole tournament at CHC, followed by a 3-point & free throw shooting competition and a cart relay race at the SBVC Gym. Mascots and a supportive crowd fueled the competitive energy, while faculty and students cheered for their respective teams, creating an atmosphere of camaraderie and excitement.

SBVC showcased strong teamwork, winning four bronze medals overall. The District Office and CHC each took two gold and two silver medals, highlighting an impressive performance. All teams showed dedication and enthusiasm, and the events were warmly received, encouraging community connections and friendly rivalry.

Looking back on this successful event, there is palpable excitement about making the SBCCD Olympics an annual tradition, celebrating teamwork and school pride throughout the fall semester. Special thanks go to all participants and supporters who helped make this event memorable for the district community.





# SBVC Foundation Secures \$10K Grant to Support Students Affected by Line Fire

In response to the recent Line Fire, the SBVC Foundation was able to secure a \$10,000 grant from the Foundation for California Community Colleges to provide emergency assistance to students directly impacted by the disaster.

The Foundation identified over 1,200 SBVC students living in areas subject to mandatory evacuation orders during the fire. A targeted email was sent to these students, inviting them to apply for emergency aid. Priority was given to students who demonstrated a clear emergency need, resided in affected communities, and maintained good academic standing. Within the first 36 hours of the application opening, more than 50 students applied for assistance.



Twenty students were selected to receive \$500 each. In addition to notifying recipients, the Foundation also provided resources to those not selected, including information about SBVC's student scholarships, Basic Needs program, and the Food Pantry for those with ongoing unmet needs.

Looking ahead, the Foundation anticipates awarding over \$500,000 in scholarships again at the end of this academic year. This is a significant increase from six years ago when annual scholarship awards averaged less than \$200,000, and the fourth year in a row that the Foundation has been able to exceed the 500k mark in scholarships and grants. The SBVC Foundation remains committed to supporting students in times of crisis and ensuring they have the resources they need to succeed.

GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.

## SBVC Partners with Motown Relief Concert to Give Back to Students in Need

On October 5, San Bernardino Valley College (SBVC) transformed its Auditorium into a vibrant showcase for the inaugural Magical Music of Motown concert. This benefit event celebrated the iconic sounds of Motown while raising funds for SBVC's "Feed the Need" initiative, a program dedicated to addressing student hunger and providing essential resources to those in need. Top-tier musicians volunteered their time and talent to create an unforgettable evening that brought together music, community, and philanthropy.

Attendees were treated to a night of Motown's greatest hits, highlighting the timeless music that has united generations. The concert underscored the importance of community involvement in tackling local hunger issues. Dr. Gwen Dowdy-Rogers, an SBVC alumna, expressed her gratitude, saying, "I want to extend my heartfelt thanks to the sponsors for helping us continue making a difference." Her words captured the spirit of the evening, as community members came together for a meaningful cause.

Proceeds from the concert benefited the United 2 Feed The Need initiative in partnership with Arrowhead United Way, aiming to provide resources to those facing food insecurity. Funds raised will support AUW's outreach efforts and SBVC's Valley360 Resource Center, a vital resource hub for students and the community.

Special recognition went to Arrowhead United Way and all the contributors who made this concert possible. Combining music with a powerful mission, the Magical Music of Motown concert not only delivered an evening of entertainment but also set a strong foundation for future events dedicated to fostering community support and unity.



GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.



# Campus Spotlight

## Gigi Callejas: SBVC Equipment Specialist & Billiards Champion



Gigi Callejas, an Athletics Equipment Specialist at San Bernardino Valley College (SBVC), is not only a valued member of the campus community but also a formidable competitor in the world of professional billiards. With nine seasons on the West Coast Women's Tournament tour under her belt, Gigi recently claimed the 2024 tournament title, adding another milestone to her distinguished career, which includes winning the prestigious Tour Champion title in 2018.

Born in Guatemala, Gigi moved to the U.S. at the age of eight, settling in Los Angeles County, where she has lived for the past 26 years. It was during college that Gigi's passion for athletics took root. "In college, I got involved in athletics, and from there, I knew I wanted to work in this field," she recalls. Her drive to make athletics her career ultimately led her to SBVC, where she now plays a vital role in supporting the athletic department.

Gigi's love for billiards began when she encountered the challenges of playing on a 9-foot table. "I couldn't make an easy ball because the table was bigger and tougher," she explains. This difficulty didn't discourage her—it fueled her desire to improve. Determined to master the game, Gigi spent five years playing in competitive tournaments across Arizona, Northern California, Texas, and Las Vegas. Her hard work paid off, earning her sponsorships from Tiger Products USA and Hustlin' USA.

While Gigi's career in billiards was taking off, she pursued academic success as well. She earned an AA/AS degree in Criminal Justice from Rio Hondo College, where she also worked as the Women's Equipment Attendant Assistant for three years. During this time, she balanced caring for her grandmother with honing her billiards skills whenever she could. After the onset of the COVID-19 pandemic, Gigi decided to return to her athletic roots and secured a position as an Athletics Equipment Specialist at Cal State San Bernardino before landing her current role at SBVC. "I love the facilities and everyone I've met and worked with here," she says.

For athletes pursuing a professional career, Gigi emphasizes the importance of hard work and consistency. "Staying consistent with training and practice is crucial," she advises. "And it's not just about physical health; mental resilience is just as important." Drawing from her experiences in billiards, Gigi stresses the need for athletes to be adaptable and resilient, able to bounce back from setbacks, failures, and injuries. Her final piece of advice? "Stay positive, no matter what comes your way."

As for her future in billiards, Gigi has her sights set on competing regularly in the Women's Professional Billiard Association (WPBA) tour. "Playing against top players would help me grow and gain more experience," she says. Her recent victory on the Northern California Women's Tour, where she currently holds the top ranking, is a testament to her relentless drive for improvement.

Looking ahead, Gigi remains focused on her goals, always striving to be the best version of herself both on and off the billiards table. Whether she's supporting the athletic programs at SBVC or competing in tournaments, Gigi Callejas is an inspiring example of passion, resilience, and dedication.



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